

Loan Operations Assistant – Pre-Closing

First Resource Bank, a thriving community bank headquartered in Exton PA and recognized as one of the “Best Places to Work”, is seeking a dynamic and motivated full-time Loan Operations Assistant | Pre-Closing.

The Loan Operations Assistant | Pre-Closing supports the Loan Operations, Lending, and Construction teams by preparing and coordinating all documentation required prior to release of loan documentation and settlement, as well as preparing of documentation pertaining to renewals and modifications. This role ensures accuracy, compliance, and timely delivery of documents while maintaining effective communication skills to collaborate effectively with internal and external customers. This position requires the ability to work well on a small team in a fast-paced environment and flexibility in managing changing priorities, while adhering to Bank policies, procedures, and compliance requirements in support of our corporate mission and long-term objectives.

Essential functions/responsibilities:

The Loan Operations Assistant will perform a variety of support duties which require flexibility to fill in where needed. Duties include, but are not limited to:

- Obtain necessary information to support the lending process, including but not limited to managing appraisal bidding, ordering, and review.
- Timely ordering and follow up of various searches (real estate, flood, UCC, environmental reports and reviews, and OFAC checks).
- Coordination of the settlement process with title companies, beginning with ordering title and following through to post-closing submission of loan packages to Loan Operations.
- Prepare memos for Loan Committee presentation for administrative extension of maturities and modifications.
- Prepare documentation for renewals and modifications using LaserPro.
- Assist the Lending and Credit Departments in managing the monthly maturity report by preparing temporary extensions and annual renewal modifications according to First Resource Bank policy requirements.
- Prepare the weekly consumer loan rate sheet.
- Assist with review and follow up on weekly past due reports.
- Review New/Closed Account reports to identify need for officer code maintenance, collaborating with Post-Closing team for processing.

- Collaborate with Lending and Post-Closing teams on monthly letter of credit renewals and maintenance requirements.
- Track and maintain appraiser licenses and insurance.
- Conduct reviews of the appraisal log, ensuring there are no past due invoices, following up with the loan officer for payment collection, as necessary.
- Provide an additional resource for maintaining electronic credit files.
- Open cases regarding core system and IT tickets as needed.

Competencies:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Possess the ability to be cross trained on many different job duties and rotate jobs within the department.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to adapt quickly and work effectively in a team environment.
- Proficient with Microsoft Office Suite or related software and data entry.

Supervisory Responsibilities:

- None.

Education and Experience:

- High school diploma or equivalent.
- Prior bank experience preferred but not required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must have a valid driver's license
- Must be able to lift up to 15 pounds at times.

First Resource Bank is an Equal Opportunity Employer

All interested candidates should click on the following link to apply:
<https://recruiting.paylocity.com/recruiting/jobs/All/03c33d56-8789-45c2-bf68-69ba32f70460/First-Resource-Bank>