



## Loan Portfolio Assistant

First Resource Bank, a 16-year old community bank headquartered in Exton PA, is looking for a motivated full-time position which serves as the Loan Portfolio Assistant.

The Loan Portfolio Assistant provides support to the Loan Administration team and the lending group as a whole, in order to minimize time spent on administrative functions, reporting to the VP, Portfolio Manager. This position will allow time for the rest of the Loan Administrative team to focus on the loan documentation process and the Lenders to focus on business development. Emphasis is on accurate and efficient handling of duties; strong communication skills in order to effectively deal with internal and external customers; ability to work well as part of a small team and be flexible in terms of changing priorities; and ability to understand and follow Bank policies and procedures.

### Primary duties include:

- Maintain electronic (Synergy) construction loan files.
- Monitor monthly paid off construction loan files.
- Process temporary extensions as needed.
- Track and maintain appraiser licenses and insurance.
- As needed, follow up with lenders and customers to clear exceptions such as insurance, missing document requirements, etc.
- Assist lenders and customers with processing transfers and payments.
- Act as a back-up when needed to order information to support the lending process such as: appraisals, real estate searches, credit reports, environmental reports, OFAC checks, etc

### Skills / Requirements:

- Excellent verbal and written communication skills.
- Banking experience is preferred.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times, stressful environment.
- Proficient with Microsoft Office Suite or related software.

### Education and Experience:

- High School diploma or equivalent
- Related experience is preferred

At First Resource, you will enjoy an incredible family-style, community-focused atmosphere. Our excellent benefit package reflects the respect and appreciation we have for our team members.

We offer:

- Excellent annual compensation commensurate with experience
- Health, dental, vision, short and long term disability and life insurance
- Enrollment in 401K plan with company contribution (after 6 months of service)
- Optional enrollment in ESPP stock plan (after 6 months of service)
- Hourly position, not exempt from overtime
- Paid time off

Additional days off for Federal Holidays

First Resource Bank is an Equal Opportunity Employer

Send resume, cover letter and salary requirements to [HR@FirstResourceBank.com](mailto:HR@FirstResourceBank.com) to apply