



Operations Assistant

First Resource Bank, a 13-year old community bank headquartered in Exton PA, is looking for a motivated full-time entry level Operations Assistant.

At First Resource, you will enjoy a family style atmosphere where all the employees know each other, and the bank is extremely involved in the community. Our excellent benefit package reflects how our employees truly come first and the education you will receive about the banking industry is second to none. Because we are rapidly growing, there are opportunities for advancement.

The Operations Assistant will work daily with both Loan and Deposit Operations staff and report directly to the Vice President of Operations. The Operations Assistant will perform a wide variety of support duties and requires flexibility to fill in where needed. Duties will include but not limited to the following:

- Verifying input to core system (Jack Henry CIF 20/20) from previous day for accuracy.
- Scanning/imaging of daily work and loan files.
- Recording and filing of loan documents.
- Preparation of closed loan files for release of Promissory Note and collateral.
- Maintain tickler system to track insurance and process renewals, cancellations and forced placed insurance.
- Data entry and preparation of CD interest checks and reporting.
- Review all return mail items and maintain on log.
- Reception area attendant for all vendor deliveries and visitors.
- Pick up mail from US Postal Service and transport courier bags to branches
- Order Supplies according to schedule or request

Qualifications:

- Good computer skills; specifically data entry, Word and Excel.
- Strong Attention to Detail
- Excellent verbal communication skills.
- Possess the ability to be cross trained on many different job duties and rotate jobs within the department.
- Ability to work in a fast-paced time sensitive environment
- Prior bank experience is preferred, but not required.
- Must have a valid driver license and the ability to lift supply box deliveries.

First Resource Bank is an Equal Opportunity Employer

Send resume, cover letter and salary requirements to HR@FirstResourceBank.com to apply
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