



Job Title: Loan Operations Specialist

Department: Loan Operations

Reports to: Loan Operations Manager

Position Type: Full-time

Classification: Non-Exempt

Days/Hours of work: Monday- Friday 8:00 a.m.- 4:30 p.m.

Location: Any Alliance Bank Location: Francesville, Winamac, Rensselaer, Monon, Monticello, Oxford, Otterbein

Summary

Responsible for processing loans and maintaining loan files. Provides exceptional client service while collaborating with the Commercial Banker.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Process commercial, agricultural, and installment loans and review for accuracy
- Maintain and service loan files
- Process loan tickets
- Communicate with clients in order to service and maintain loans
- Facilitate with third parties for due diligence and servicing of loans
- Prepare reports
- Promote the bank's products and services
- Strive to meet/exceed established Department and individual goals while taking ownership of achieving those goals
- Contribute to a positive working environment that facilitates exceptional service and employee engagement
- Participate in volunteer activities
- Ensure continuous training and development for self
- Follow policies and procedures to protect the bank from risk and exposure

Competencies

- Alliance Bank core values: Be Responsive, Have Integrity, Be Secure, Deliver Value, Be Reliable
- Client Focus
- Accuracy
- Ability to work within deadlines
- Organization
- Verbal and Written Communication Proficiency

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment & Physical Demands

This job operates in a clerical office setting and routinely uses standard office equipment. This position requires manual dexterity and the ability to lift, bend, or stand as necessary.

Position Type/Expected Hours of Work

This is a full-time position. Full-time employee must work 35-40 hours per week average to maintain full-time status.

Education and Experience

- High school diploma or equivalent required
- Banking and loan processing experience preferred

AAP/EEO Statement

Alliance Bank is an Equal Employment Opportunity Employer.