

We are looking for a Loan Assistant to join our team in Hazlehurst.

Loan assistants are business professionals who are resourceful and able to work with limited direction. They provide extraordinary care to customers throughout the entire loan process.

Loan assistants report directly to loan officers. They process loan applications, gather documentation, analyze data for underwriting criteria, and prepare loan packages for closing in compliance with legal and regulatory guidelines. This process requires coordinating with the loan officers, customers, appraisers, attorneys, internal staff, and others.

Other duties include, but are not limited to, answering customer calls, quoting payoffs, preparing loan extension requests, analyzing loan files to prepare loan renewals, working loan documentation exceptions, and various other duties as needed.

This career requires excellent communication, interpersonal, and organizational skills as well as proficiency in digital technology.

#### QUALIFICATIONS

- High School Diploma or GED required.
- Degree/Diploma in business related field preferred.
- Prior experience with loan documentation / processing preferred.
- Experience with Microsoft Office (Excel, Word, Outlook)

#### KEY COMPETENCIES

- Professional appearance and demeanor
- Adaptable to change
- Must exhibit strong attention to detail and high degree of accuracy
- Well organized and able to manage time effectively
- Courteous to customers and coworkers
- Function in a team environment
- Meet deadlines, problem solve, take initiative, and think creatively.
- Work well as a liaison for the loan officers and outside contacts.
- Satisfactorily complete ongoing training for internal policy, laws, and regulations

#### ESSENTIAL REQUIREMENTS

- Sitting or standing for extended periods at a desk / computer.
- Perform mathematical calculations necessary to execute duties of the job
- Communicate effectively
- Multitask
- Maintain confidentiality of customer information
- Must comply with various rules, regulations, policies, and ethical standards governing the financial service industry including compliance with the Bank Secrecy Act.

Company Benefits Include: Paid Vacation, Paid Holidays, Personal Time Off, Health & Dental Insurance, 401k, Life Insurance, educational & training opportunities

Interested candidates should email resumes to [hr-jobs@altamaha.bank](mailto:hr-jobs@altamaha.bank). Equal Employment Opportunity