

We are looking for a **Loan Operations Specialist** to join our team in Vidalia!

As a Loan Operations Specialist, you will support the back-office Loan Operations department. This includes the administration, servicing, documentation, and maintenance of the Bank's loan portfolio. This role ensures loan records are complete and accurate, collateral is properly perfected, electronic filings are recorded and maintained, payoff information is prepared accurately, and inquiries are handled in a responsive and professional manner. The position works closely with lenders, loan assistants, branch personnel, customers, management, auditors, and others to support efficient and compliant loan operations.

This position requires excellent communication, interpersonal, and organizational skills, as well as proficiency in using and learning new software and technology.

QUALIFICATIONS

- High school diploma or GED required.
- Degree or diploma in a business-related field preferred.
- Prior experience with loan documentation and operations preferred.
- Experience with Microsoft Office, including Excel, Word, and Outlook.

KEY COMPETENCIES

- Professional appearance and demeanor
- Adaptable to change, including learning various software programs and digital technologies
- Must exhibit strong attention to detail and a high degree of accuracy
- Well organized and able to manage time effectively
- Courteous to customers and coworkers
- Ability to function in a team environment
- Ability to meet deadlines, solve problems, take initiative, and think creatively
- Satisfactorily complete ongoing training related to internal policies, laws, and regulations

ESSENTIAL REQUIREMENTS

- Ability to sit or stand for extended periods while working at a desk or computer.
- Communicate effectively
- Maintain the confidentiality of customer information
- Comply with various rules, regulations, policies, and ethical standards governing the financial services industry, including compliance with the Bank Secrecy Act.

Company benefits include paid vacation, paid holidays, personal time off, health and dental insurance, a 401(k), life insurance, and educational and training opportunities.

Interested candidates should email resumes to hr-jobs@altamaha.bank Equal Employment Opportunity Employer.