

NOTICE OF JOB OPENING

Loan Operations, Processing and Servicing Department
Coldwater Main Office
June 1, 2022

Position: Loan Input Specialist

Department Mission Statement:

To meet and anticipate the needs of the commercial, consumer, and real estate lending functions by providing innovative and cost-effective services and solutions.

Responsibilities:

- Input and verification of new loans
- Input and verification of file maintenance
- Resolve non-post and exception items
- Report distribution and monitoring
- Originate and control ACH transactions for loan accounts
- Understand loan system specifications and assist with management review of specifications
- Create Viewpoint reports for all loan departments
- Provide strong intra-bank support to adhere to Mission Statement

Qualifications:

- Ability to work well with others, maintain a teamwork attitude, and work independently without direct supervision
- Strong problem solving, organizational, and interpersonal skills
- Ability to fulfill responsibilities accurately, efficiently and professionally
- Knowledge of various programs – Navigator, Director, TMS, Word, Excel
- Great attention to detail is required