

NOTICE OF JOB OPENING

RETAIL LOAN DEPARTMENT

Position: Retail Loan Assistant

Location: Coldwater Main Office

Responsibilities:

- Answer phones, assist consumer loan customers
- Assist lenders with copying and other tasks
- Process loans, maintain loan files
- Maintain insurance records
- Appraisal ordering and review

Qualifications:

- Accurate computer skills, including Word, Excel, Outlook
- Professional communication skills
- Ability to work well under pressure
- Good time management skills
- Ability to maintain confidentiality
- Strong analytical, organizational, and problem-solving skills