



Loan Assistant

We are looking to hire a part-time Loan Assistant at our Morris branch. The Loan Assistant will provide administrative support to the Lending Officer and be responsible for pre-closing and post-closing documentation and servicing loans.

Essential Duties & Responsibilities

- Answer general client questions regarding their loans. Investigate client problems and initiate corrective actions as needed
- Provide general administrative support such as copying, printing, faxing, scanning and filing
- Create and review loan documents and legal agreements as directed
- Ensure all documentation is complete and accurate.
- Maintain a working knowledge of loan compliance, policies, procedures and regulations
- Assist with various Loan Operation projects as requested

Experience & Skill Requirements

- Strong communication (written and verbal) skills
- Organizational skills
- Ability to work independently
- Ability to maintain strict confidentiality
- Excellent follow through and follow up skills as well as being able to multi-task
- Attention to detail and accuracy
- Proficient in Microsoft Office Suite (Word, Excel)
- High school diploma or G.E.D.

Equal Opportunity Employer Disability/Veteran reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Grundy Bank is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.