

**Position Name:** Branch Lending Assistant

**Location:** Grand Island

**Contact:** Abby Carman 308.382.2900

## **Position Summary**

Provide support to the overall credit function by assisting loan officers with servicing customers and maintaining loan files. Service all loan types including agricultural, commercial and consumer.

## **Principal Job Duties and Responsibilities**

1. Provide lending support to loan officers and serve as liaison with other areas of the bank.
2. Develop familiarity with rules & regulations dealing with loans and general banking rules.
3. Resolve customer issues/problems which do not require lending authority in the lending officer's absence. Schedule appointments for annual renewals for agricultural and commercial loans and determine timing of commercial and ag inspections.
4. Pull/order credit reports, title/lien searches, title commitments, entity searches, flood determination, appraisals and other due diligence items.
5. Order the loan closing documents and review signed documents after closing to ensure proper execution. Assist in collection of missing items required for documenting credit files. Complete post closing title searches and ensure lien perfection by recording liens on real estate and vehicle titles.
6. Process / review all loan transactions / tickets daily prior to proof for the branch.
7. Maintain customer loan file.
8. Review reports as necessary. Follow up on outstanding items
9. Monitor loan files for current insurance and financial information.
10. May seek product sales and cross selling opportunities and referrals.

## **Position Qualifications: Minimum requirements necessary.**

1. **Minimum educational and experience requirements:** High school Diploma or equivalency; Associates or Bachelors Degree or one to two years' related experience and/or training; or equivalent combination of education
2. **Additional knowledge, skills and abilities:**
  - Proven performance in problem solving and in maintaining/building customer relationships.
  - Excellent communication and customer service skills.
  - Word processing and PC skills.

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- Deadline and detail oriented.
- Working knowledge of accounting principles, real estate transactions and terminology, lending procedures and Uniform Commercial Code.
- Ag background helpful. Financial Statement analysis experience helpful.
- Software experience for D+H LaserPro, Web Equity and FiServ Precision helpful.

**Working Environment:**

Normal office environment with little exposure to excessive noise, dust, temperatures and the like. Typically sitting at a desk or table, intermittently standing, walking, bending, crouching and stooping and performs repetitive motion. Occasional light lifting 20 lbs or less. May be required to work an alternative schedule.