



TEXANA BANK

Commercial Loan Assistant

FUNCTIONAL TITLE: Commercial Loan Assistant

DEPARTMENT/DIVISION: Springhill

REPORTS TO: Loan Officer

Provides prompt, efficient, and friendly services to customers in lending area. Maintains loan files and performs lending-related projects as assigned. Gives direction and assistance to other staff members as needed. Follows established policies and procedures for lending area in accordance with the Bank and the supervisor's direction.

Primary Duties:

- Assists in collecting financial and other related data.
- Work past due accounts as needed.
- Make calls on existing customers as needed.
- Check off new loans each morning.
- Maintains credit, collateral, and other loan files according to established procedures.
- Contacts past due customers to resolve delinquencies.
- Responds to customer's inquiries as appropriate.
- Accepts loan payments from customers; processes funds transfers as needed,
- Prepares adverse notice notifications and forms, documents, and correspondence as needed.
- Processes wire transfer transactions.
- Answers phone as needed.
- May perform title work on vehicles, boats, etc. as needed.
- Maintains confidentially in all bank and customer information.
- Performs other tasks requested by supervisor as they relate to the Bank and its functions.

Job Type: Full-time

Required experience:

- commercial lending assistance: 2 years

Required education:

- High school

(To apply for this position, please apply online at www.texanabank.com under Employment, located at the bottom of the page.)