

Red River State Bank is seeking a full-time Loan Administrator to cover our Halstad and Fertile, Minnesota locations. The successful candidate will have at least a high school diploma and previous banking experience. We are looking for a professional with contemporary communication, organization, and computer skills to assist loan officers in the lending process. This position will also serve as a back-up teller.

Apply

Please contact **Danielle Harless, Vice President** with a resume and three work-related references via email: Danielle.Harless@RedRiverBank.com or mail to her attention at:

Red River State Bank
PO box 25
Halstad, MN 56548

Mark your envelope "Confidential"

About Red River State Bank

Red River State Bank is one bank serving many communities in the Red River Valley. Since the beginnings of First State Bank of Fertile in 1887 and Red River State Bank in Halstad in 1904 we have taken the same approach, one-on-one personal service. We are proudly a small-town community bank.

Description

- Organize, maintain, and assemble loan files.
- Prepare all loan documents and accompanying paperwork for transactions.
- Obtain business and individual UCC searches and title searches.
- File UCCs, mortgages, and titles.
- Prepare loan payoffs and corresponding satisfactions.
- Maintain and track insurance files, call insurance companies and/or customers.
- Setup new loan accounts on Meridian and corresponding ticklers, automatic payments, etc.
- Maintain loan extension/renewal/modifications within the banking system.
- Maintain/audit all customer/collateral documentation requirements.
- Correspond with customers as required.
- Perform customer transfers and/or advances on DDA and loans as required.
- Perform back-up duties for tellers. Perform secondary back-up duties for the vault teller.
- Perform administrative assistant duties for loan officers.

Qualifications

- High school diploma required. Prior banking experience, preferred. Customer service experience, helpful.
- Working knowledge of bank and loan procedures and process.
- Strong verbal and written communication skills required.
- Conduct oneself with professionalism and confidentiality pertaining to non-public information, including customer and bank related items.
- Basic math essential and reconciliation skills are essential.
- Ability to analyze customer needs and suggest solutions.
- Demonstrate the ability to reach sound, logical, and effective decisions consistent with bank policies, procedures, and culture.
- Proficient skills in Microsoft Word and Outlook
- Ability to multitask while working with speed and precision to meet timelines.
- Ability to manage oneself through open communication with supervisor/co-workers with the end goal of working as a team to collectively meet all job requirements.