



Opening Loan Assistant

Date:	February 28, 2025
Position:	Loan Assistant
FLSA Status:	Non-exempt
Salary:	Starting wage \$20-24/hour DOQ
Benefits:	Eligible
Hours:	Mon – Fri, 8 am – 5 pm
Location:	Montrose

This position exists to support the loan department servicing all types of loans with efficiency and accuracy. A commitment to providing exceptional customer service is essential.

Essential Functions

- Perform all loan assistant duties as requested by the Bank's loan officers. Ensure complete and accurate information of various reports and loan documents.
- Assist the loan department with the various stages of the loan process, file maintenance and perfection of collateral.
- Have knowledge of the products and services that the bank provides. Cross sell Bank services to maximize customer relationships.
- Work as a team player to achieve the goals of the loan department and the Bank as a whole.
- Ability to follow policies and procedures.
- Other duties may be assigned.

Qualifications

- High School Diploma or equivalent.
- 3-5 years working in a community bank or secondary market mortgage operations.
- Ability to comprehend loan documentation requirements.
- High level of personal accountability and regard for confidentiality.
- Focused, organized, adaptable, detail-oriented, able to prioritize work and capable of working with minimal direction using proactive problem-solving skills.

We offer a competitive salary and generous benefits package including health, dental, PTO, paid holidays and 401(k) plan.

Citizens State Bank of Waverly is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, pregnancy (including childbirth, lactation and related medical conditions), mental or physical disability, and veteran status or any other classifications protected by federal, state or local law. Member FDIC