

JOB DESCRIPTION

Loan Assistant I

Pioneer Trust Bank, N.A. is seeking a candidate for a Loan Assistant position. Candidate will join a high energy, fast paced team centered environment, where teamwork and attention to detail are highly valued.

Primary duties include processing and closing commercial, mortgage and consumer purpose loans in accordance with regulations. Position requires positive and active support for the Bank, the customer and all co-workers.

Position must regard all customer, client and employees records as strictly confidential and obtain, use or share such information only as authorized and absolutely necessary.

Duties and Responsibilities:

- Maintain active status for Oregon Notary Public
- Assist customers with general loan related questions
- Process documents received for each file, verifying the accuracy and completeness of each document
- Provide disclosures when necessary
- Order credit reports, business entity searches and GEO codes/census tracking and title work or any documents needed for loan processing
- Order and review appraisals
- Order and review environmental reports
- Tracks documents including hazard insurance, flood insurance, vehicle titles, UCC filings, financial statements and title policies
- Establish, maintain and update files, databases, records
- Handle customer loan signings when necessary
- Coordination of loans with escrow companies, customers and other lenders
- Prepare fund request documents for wiring funds to closing
- Process draw requests on lines of credit and on real estate construction loan files
- Prepares loan renewal and extension requests
- Process loan cancellations/denials and adverse action letters
- Remain current on government regulations related to lending and internal policies
- Assist in other tasks and projects as assigned

Knowledge, Skills and Abilities:

- Ability to communicate effectively both orally and in writing
- Detail oriented, high degree of accuracy
- Ability to handle multiple tasks and frequent interruptions
- Ability to organize and prioritize work assignments and manage your time effectively
- Current on lending regulations

- Must be a creative thinker and proactive problem solver with a history of working efficiently and effectively, meeting deadlines and following projects through to completion
- Working knowledge of UCC's, titles, mortgages, and liens
- Knowledge of basic accounting processes and procedures
- Proficient with Word, Excel and Outlook. LaserPro experience a plus

Requirements:

- Must have hands-on loan closing or title and escrow experience
- High school diploma or GED
- Have a passion for quality and a "can do" attitude
- Must be physically able to lift boxes up to 25lbs.

Salary: \$2,600.00/mo. - \$3,400.00/mo., Depending on Experience

EEO/AA/MF/D/V