

LOAN ADMINISTRATOR/TELLER

The First National Bank team is passionate about serving our customers and the communities where we live and work. Loan Administrators play a key role in the management of our loan portfolio. You'll build and maintain relationships with our business and consumer customers connecting with them to enhance their banking experience, identify additional needs and participate in actively meeting with our prospects and customers.

You'll administer loan, insurance, mortgage, UCC and other essential loan file documentation ensuring accuracy with your attention to detail and in-depth knowledge of ag and commercial lending along with consumer and residential real estate lending. You'll offer consistent and accurate service when processing deposit and loan transactions. Your knowledge in opening accounts and electronic banking will bring added benefits to ensure all our consumer and business customers receive the best service at each interaction.

Key responsibilities where you'll make a difference and be successful:

- Manage the administration of the loan portfolio ensuring accuracy and attention to detail.

Ensure all required documentation is in the file, regulatory requirements are met and system tracking is current.

- Monitor our customers financial and insurance reporting requirements.
- Assist in loan closing preparation, ordering title work and timely recording of collateral documents.
- Assemble presentations for loan committee, prepare correspondence; follow up on loan requests with necessary forms in a timely manner.
- Process routine financial transactions backing up tellers including deposits, withdrawals, advances, loan payments, merchant transactions, etc. with accuracy.

You will be a key member of the team, providing the superior First National Bank experience at every interaction. So, if you:

- Enjoy a fast-paced, ever-changing environment,
- Self-motivated to succeed,
- Are detailed, organized and have problem solving skills,
- Like engaging customers, building relationships and customizing solutions,
- Want to be part of a dynamic family owned community bank that received a 5-star rating as one of the strongest Banking Institutions in the Nation by Bauer Financial, Inc, then this is the job for you!

Apply Today! Email your résumé and why you want to be a part of the First National Bank team to jason.runck@firstnationalbanks.com or stop by 208 North Broadway, Spring Valley, MN 55975.

We offer a competitive salary and benefit package including Medical, Dental, Vision Insurance.

First National Bank is an Equal Opportunity Employer of Minorities, Females, Veterans, and Disabilities.

