



Job Posting

Job Title: Loan Administration Support – Part Time

Location: Mankato or St Peter

Posting Date: November 1, 2024

Job Summary

This position is responsible for loan file management, preparing loan related documents, answering phone calls, and processing loan payments, payoffs, and adjustments.

Essential Duties and Responsibilities

- Process loan payments, advances, and payoffs
- Open and distribute mail
- Assist in the management of loan files and tickler lists
- Contact insurance companies to request insurance documentation
- Mail loan notices and statements
- Complete paid notes process and mail paid notes to borrowers
- Scan loan documents and upload them to electronic loan files
- Prepare loan related documents
- Input new loan and maintenance changes
- Answer incoming phone calls
- Assist other loan support staff in all bank locations with various tasks
- Some travel may be required
- Performs other tasks as required or assigned

Minimum Qualifications

Education/Experience

- High School diploma or equivalent and Associates degree in related field preferred
- Prior bank experience is preferred

Knowledge, Skills, and Abilities

- Computer skills necessary to operate software programs used within the department
- Problem solving and analytical skills to resolve issues in the department
- Knowledge of loan documentation, procedures, and regulations
- Ability to work independently

First National Bank Minnesota is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, sexual preference or orientation, gender identity, national origin, disability, protected veteran status, and all other protected statuses.