

**Position:** Loan Assistant

**Location:** Enid, Oklahoma

**Department:** Lending

**Experience:** High school diploma or equivalent a must, some college preferred.

**About Alva State Bank & Trust Company:**

Alva State Bank & Trust Company is a family owned bank serving the farming and community needs of Northwest Oklahoma since 1901. We are very proud to have been a part of the growth and progress of our local communities and look forward to serving Northwest Oklahoma for years to come.

**Position Description:**

The Loan Assistant will assist loan officers, credit analysts and underwriters by performing essential duties related to daily loan activity and functions. This may include obtaining required documents from customers, preparing related loan documents, filing, scanning and classifying documents, as well as processing loan payments and advances. This position also requires providing timely and professional customer service and complying with bank operations and security procedures while maintaining complete confidentiality in all areas of work.

**Position Requirements:**

High school diploma or equivalent a must, come college preferred.

**Functions and Accountabilities:** Including, but not limited to.

- Build and maintain excellent customer relationships; seek to establish trust and confidence
- Assist the loan officers and other lending or credit staff with daily duties; which may include keeping calendars of due dates, meetings, and payments
- Prepare loan documents for customers on new and renewed loans; assist customers in signing required documents as necessary
- Help customers with questions, concerns and problems they may have or direct them to the appropriate staff when necessary
- Complete loan payments, advances, and paydowns for customers as needed; process paid notes according to bank protocol
- Maintain customer files in an appropriate manner and accordance with bank procedures; scanning, filing, organizing, shredding and other areas as need
- Acquire and demonstrate a thorough working knowledge of customer products and services
- Other accountabilities as required

**\*\* This position is subject to completion of 90-day review period \*\***

**Applicants must complete an Employment Application and provide a Resume to be considered for this position.**

**Applicants are subject to background and credit checks.**

**Alva State Bank & Trust Company is an equal opportunity employer.**

**Please send information to:**

**Tami Cooper**

**Human Resources Specialist**

**Alva State Bank & Trust Company**

**PO Box 37**

**Alva, OK 73717**