

Job Title: Commercial Loan Processor

Company: Greenville Federal

Location: Tipp City, Ohio

Job Type: Full Time with excellent compensation/benefit package

Education Level: High School Diploma required, Associates Degree in business related field preferred

Job Category: Loan Processor / Credit Administration

Relevant Work Experience: 2+ years in office environment, prior loan documentation preferred

Job Details:

Greenville Federal, a community bank located in Greenville, Ohio, has an excellent opportunity for a professional business person to join a dynamic commercial lending team as a loan processor.

Job duties will include entering loan data, using Loan Origination Software, order and verify appraisals, flood certification and underwriting documents and title exams. Assemble and verify all documents for accuracy and prepare closing documents. Work directly with loan originators, appraisers, attorneys, realtors, insurance agents and contractors. Credit administrative functions include maintaining financial statement database, requesting financials as needed and preparing weekly reports.

Generating quality loan documents and maintaining a high level of customer satisfaction are key responsibilities of a loan processor at Greenville Federal.

Qualifications:

- Self motivated and able to multi-task efficiently
- Excellent communications skills, both verbally and written
- Strong organizational skills
- Task oriented with the ability to meet specific goals
- Teamwork: Ability to work within a group to fulfill a mission.
- Knowledge and experience of mortgage and lending compliance, regulations, and reporting requirements preferred

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