



## Job Posting Construction Specialist

Oregon Community Bank is searching for a dynamic and highly motivated person to fill our full-time Construction Specialist position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to:

Human Resources, [careers@msbonline.com](mailto:careers@msbonline.com)

### Summary:

This position is responsible for processing construction loan activities for the bank, which will include residential mortgage and commercial construction loans, to include working with loan officers and loan closers to ensure that construction budgets are reviewed and in line with the loan presentation. Will work with the Construction Manager to ensure draw requests are reviewed and match budgets, and ensure draws are processed correctly. Will work with loan officers on discrepancies and budget shortages.

### Essential Duties and Responsibilities include the following:

- Work with title companies, lenders, underwriting and documentation prep to ensure construction draws are completed on time and within budget
- Review construction budgets to ensure line items are correct
- Assist Construction Manager with processing change orders and obtaining approval from authorized personnel.
- Complete spreadsheets for budgeting purposes for new and existing construction loans
- Process approved draws and wires to title companies
- Work with lenders and clients to account for any budget overruns
- Assist the Construction Manager with department policies and procedures, and review for efficiencies
- Assist with training new specialists as needed

### Required Qualifications / Skills / Abilities:

- At least 2 years construction loan and/or banking experience
- Must have a working knowledge regarding the entire construction loan process. Must have the ability to review construction budgets and approve draws. Works with the construction manager and lenders on change orders and overages.
- Knowledge of construction loan rules, regulations, policies and procedures.
- Strong problem-solving skills
- Advanced Microsoft Office skills

733 N. Main Street  
Oregon, WI 53575

P 608-835-3168

[onecommunity.bank](http://onecommunity.bank)