



Job Posting Construction Loan Assistant

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

Human Resources, careers@onecommunity.bank

Summary:

This position is responsible for assisting the Construction Manager with processing construction loan activities for the bank, which will include residential mortgage and commercial construction loans. In conjunction with the Construction Manager, ensure draw requests are processed timely and correctly.

Essential Duties and Responsibilities include the following:

- With the approval of the Construction Manager, process construction draws which will include running system transactions, wiring funds to title companies, assisting with obtaining required documentation.
- Assist Construction Manager with processing change orders and obtaining approval from authorized personnel.
- Assists the Construction Manager with department policies and procedures, and review for efficiencies
- Assist with training new assistants as needed
- Will assist with the commercial servicing team as needed
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands.

Required Qualifications / Skills / Abilities:

- At least 1 year banking experience
- Must be able to understand excel and spreadsheets, wire forms and core system requirements
- Strong problem solving skills
- Advanced Microsoft Office skills

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