



Job Posting Appraisal Service Coordinator

One Community Bank is searching for a dynamic and highly motivated person to fill our full-time Appraisal Service Coordinator position in Oregon, WI. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to: Talent, careers@onecommunity.bank

The one bank that's different from other banks. We began as a single location serving the Oregon, Wisconsin, community back in 1976. Since then, One Community Bank has grown to serve 11 locations in Oregon, Adams, Grand Marsh, McFarland, Middleton, Oxford, Stoughton, Sun Prairie, and Waunakee. Come grow with One Community Bank! **We have been voted Best Place to Work three years in a row!**

Summary:

The Appraisal Service Coordinator is responsible for ordering commercial and residential appraisals as well as environmental assessments needed to ensure the timely completion of work and requested deadlines are met.

Essential Duties and Responsibilities of the Appraisal Service Coordinator include the following:

- Assist in prioritizing and managing a pipeline of incoming appraisal requests to ensure timely completion of work and requested deadlines are met.
- Assist in ordering commercial and residential appraisals.
- Submit invoices to Accounting to ensure timely payment to vendors upon completion of appraisal and third-party evaluation assignments.
- Order Environmental Site Assessment reports.
- Attend team meetings, annual training, and other career development opportunities identified by the Credit Manager.
- Represent and communicate the mission and values of One Community Bank with all internal and external customers, and comply with all policies, procedures, and confidentiality expectations.
- Opportunities for additional responsibilities over time as career develops.
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands.

Required Qualifications / Skills / Abilities of the Appraisal Service Coordinator:

- Self-motivated, detail-oriented, and excellent organizational skills.
- Bachelor's Degree is preferred but not required.
- Banking experience is preferred but not required.
- Knowledge of real estate appraisals is preferred, but not required.
- Strong problem-solving skills
- Advanced Microsoft Office skills

Benefits of the Appraisal Service Coordinator:

- 401(k), 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Short-term and Long-term Disability Insurance
- Pet Insurance

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onecommunity.bank