

Position: Loan Administrative Asst.

Colony Bank is seeking a full-time loan administrative assistant. This position provides administrative and operational support as needed to multiple lending functions in accordance with established systems and procedures.

Work Location: Colony Bank - Savannah

Essential Functions & Basic Duties:

1. Performs diversified duties: clerical and other assignments of an administrative nature in a timely and efficient manner.
 - Greets and provides prompt, courteous assistance to customers in person and by telephone.
 - Assists in taking loan applications and closing loans as appropriate.
 - Assists customers regarding bank services.
2. Prepares and processes various types of loans to ensure proper documentation, files and records.
 - Conducts a review of previously established credit files to ensure their completeness. Makes documented efforts to correct any deficiencies as they become apparent.
 - Completes new loan entry sheets and change sheets.
 - Completes general ledger tickets on new loans.
 - Completes collateral files on new loans.
 - Files and maintains documentation on security agreements, insurance forms, titles and UCC's.
 - Maintains financial statements, guaranties and corporate resolutions files.
3. Prepare legal and loan documentation relating to bank transactions.
4. Prepares any data-entry information regarding payment and renewal activity.
5. Accepts and processes loan payments.
6. Obtains borrower credit information as requested and distributes according to established policies and procedures.
7. Maintains files and correspondence in a neat and orderly manner.
8. Assists in maintenance of loan files.
9. Completes other assigned duties as requested.
10. Complies with all bank and personnel policies and procedures.

Qualifications:

- High school diploma or equivalent required.
- Associates degree in Accounting or Finance a plus.
- Prior experience in financial services preferred.
- General clerical, computer and office skills required.

Wages/Salary/Benefits:

Competitive hourly wage dependent upon experience. Excellent benefits.

To Submit Resume:

Qualified applicants may mail resume to or inquire at 7011 Hodgson Memorial Drive, Savannah, GA 31406.

Colony Bank is an Equal Opportunity Employer.