

## **JOB DESCRIPTION**

**JOB TITLE:** LOAN ASSISTANT  
**LOCATION:** Oxford, MS  
**SCHEDULE:** Monday – Friday, 8:00 a.m. – 5:00 p.m.

### **GENERAL SUMMARY**

Assisting lenders in obtaining required information and documentation pertaining to commercial, installment, and mortgage loans. Completes necessary checklists and forms required prior to delivering the approved application requests for processing. Obtains customer signatures and disperses loan proceeds.

### **DUTIES**

- Assists in ordering title work, appraisals, and any other documentation required for loan processing.
- Handles day-to-day transactions for customers including funds transfers and assisting in processing payments.
- Assists and handles loan closings.
- Assists with clearing exceptions regarding financial statements, insurance requirements, title requirements, car titles, and any and all other exception items.
- Coordinate loan closings between attorney's offices and customers.
- Acts as a liaison between lenders and the loan operations department for draw requests, documentation necessities, etc.
- Prepares letters and memos.
- Performs notary public services.

### **EXPERIENCE/EDUCATION**

High school diploma or equivalent with 1-2 years of administrative/clerical experience. Legal, banking, loan or credit-related experience preferred. Ability to handle fast pace of workflow with conflicting demands on time and need for continual accuracy and courteous handling of customers. Demonstrated ability to organize and prioritize work. Excellent communication skills, oral and written.

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