



Credit Support Specialist

Important day-to-day responsibilities include:

- Provide an extraordinary customer experience for all those you come in contact with.
- Assist bankers with bringing extreme value to all relationships.
- Assisting bankers in your branch with obtaining loan documentation by completing preliminary tasks and ensuring a complete loan submission to Credit Operations.
- Provide support to bankers in the maintenance of their customer portfolio (file maintenance, scanning, verify portfolio balances monthly, maintain insurance and ticklers, verify real estate taxes paid, etc.).
- Accurately search or file government documents with county courthouse or Secretary of State office.
- Provide backup to Personal Bankers with account opening when necessary.

Qualifications for this Opportunity:

- Previous banking experience preferred
- Commitment and willingness to learn and grow in your career
- Understanding the extreme value in serving others
- Exceptional communication skills
- Functional Expertise
- Confidentiality
- Strong Business Acumen
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Benefits Included in this Opportunity:

- 100% Employer Paid Health and Dental Insurance Premiums for each employee
- HSA Contribution available
- Life Insurance and Long Term Disability Insurance
- 401k and Employee Stock Ownership Retirement Plans
- Flexible Spending Plan
- Vision Insurance Plan
- PTO and paid holidays

Hours: Monday – Friday, 8:00 am to 5:00 pm

Direct report to: VP Retail Sales Management



