

Loan Officer/New Accounts Representative

The Loan Officer/New Accounts Representative is a full-time position reporting to the VP Financial Services and is responsible for the following duties:

- Opens new memberships;
- Opens new savings suffixes, certificates and IRAs for existing members.
- Performs close and reopen process for members with fraud issues.
- Takes consumer loan and VISA Credit Card applications from members and obtains information needed for Credit Committee to make a decision.
- Understands and sells GAP, credit life and credit disability to members.
- Prepares Adverse Action Forms.
- Responds to member inquiries and concerns in a timely manner, facilitating assistance from others as appropriate.
- Sets up overdraft protection for members.
- Other duties as assigned.

Qualified candidates must be detail-oriented, flexible and dedicated to providing exceptional service to our members.

Benefits include a 401(k) plan, health insurance, long-term disability insurance, and earned time.