



Loan Operations Administrator

Geneseo, Illinois

Posted 9/27/22

Full Time

Monday through Friday

Non-exempt Hourly

Seeking an experienced and reliable Loan Operations Administrator to perform a variety of loan administrative duties related to the processing and servicing of loans. Position is responsible for a variety of duties to include processing all types of loans, uploading files to mainframe and verifying accuracy, completing loan maintenance, processing daily unposted reports, oversee floor plan account(s), preparing and recording documents, processing payments, and several other loan operations duties.

Qualified candidates must have proven work experience in a loan operations role and/or bank experience. Good knowledge of banking computer software and MS Office, as well as a comprehension of lending procedures. In-depth understanding of relevant rules and regulations is helpful. Individual should possess excellent communication skills, be trustworthy and discreet with confidential information, have the emotional maturity to handle multiple job duties simultaneously, work well under pressure and work effectively in a small group setting.

Interested applicants should send resume and cover letter to:

Central Bank Illinois
Attn: Denise Ward, HR Officer
101 North State Street
Geneseo IL 61254

Or email to; recruiter@central-bank.com.

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