



## JOB POSTING

**DATE OF ISSUE:** January 27, 2022

**POSITION:** Customer Specialist

**LOCATION:** Newport Branch Office

**SUPERVISOR:** VP Lending & Branch Manager

Serve as the initial customer contact in the Newport Branch. Primary responsibilities include:

- Checks, receipts, deposits, inquiries
- Loan support
- Managing files
- Administer FRS products (sell or referral sales)
- Provide administrative support to branch office team

Critical competencies include:

- Excellent customer service skills
- Strong verbal and interpersonal skills
- Organization skills with preference for detailed work with high accuracy
- Loan processing a plus

### **REQUIRED KNOWLEDGE AND EXPERIENCE:**

Requires high school diploma and the ability to be licensed for related services sales required. Prefer five + years progressive experience in financial institution or related office environment. Ability to work with a variety of people. Ability to effectively use various computer applications and be licensed for insurance. Knowledge of office practices and loan processing/servicing procedures desired.

### **FINAL DATE FOR APPLICATION:**

For internal consideration, resumes or self-nomination forms should be submitted within five business days of posting date.

### **SEND RESUME OR APPLICATION TO:**

Attn: Anna Rankin – Customer Specialist /Newport

AgHeritage Farm Credit Services

119 E. Third Street, Ste. 200

Little Rock, AR 72201

Fax: 501-374-2621

Job Link: <https://agheritagefcs.bamboohr.com/jobs/view.php?id=35>

EEO/AA/M/F/V/D – *No Agencies Please*