



## **JOB POSTING**

**DATE OF ISSUE:** September 17, 2020

**POSITION:** Customer Specialist

**LOCATION:** Stuttgart Branch Office

**SUPERVISOR:** VP Lending & Branch Manager

Serve as the initial customer contact in the Stuttgart 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 /Stuttgart  
AgHeritage Farm Credit Services  
119 E. Third Street, Ste. 200  
Little Rock, AR 72201  
Fax: 501-374-2621  
E-mail: [anna.rankin@agfcs.com](mailto:anna.rankin@agfcs.com)

EEO/AA/M/F/V/D – *No Agencies Please*