



JOB POSTING

DATE OF ISSUE: November 1, 2024

POSITION: Loan Assistant

LOCATION: Newport Branch Office

SUPERVISOR: VP of Lending & Regional Manager

MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:

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 2 + 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.

SEND RESUME OR APPLICATION TO:

Attn: Katie Edmison – Loan Assistant/Newport
AgHeritage Farm Credit Services
119 E. Third Street, Ste. 200
Little Rock, AR 72201
Job Link: <https://agheritagefcs.bamboohr.com/careers/86>

EEO/AA/M/F/V/D – *No Agencies Please*