



## **JOB POSTING**

**DATE OF ISSUE:** May 19, 2025

**POSITION:** Loan Assistant

**LOCATION:** Pocahontas Branch Office

**SUPERVISOR:** VP of Lending & Regional Manager

**MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:**

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

- Checks, receipts, deposits, inquiries
- Loan support
- Managing files
- 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. 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. 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: Katie Edmison – Loan Assistant/Pocahontas

AgHeritage Farm Credit Services

119 E. Third Street, Ste. 200

Little Rock, AR 72201

Job Link: <https://agheritagefcs.bamboohr.com/careers/99>

EEO/AA/M/F/V/D – *No Agencies Please*