



JOB POSTING

DATE OF ISSUE: May 13, 2025

POSITION: Loan Assistant

LOCATION: McGehee Branch Office

SUPERVISOR: VP of Lending & Regional Manager

MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:

Serve as the initial customer contact in the McGehee 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/McGehee

AgHeritage Farm Credit Services

119 E. Third Street, Ste. 200

Little Rock, AR 72201

Job Link: <https://agheritagefcs.bamboohr.com/careers/98>

EEO/AA/M/F/V/D – *No Agencies Please*