



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Loan Assistant

Description:

Preferred Personnel's banking client is seeking a **Loan Assistant!** Responsibilities will be supporting the Loan Officers as needed in connection with consumer, commercial, Oil & gas and real estate loan activity. Maintain financial and compliant loan documentation for loan officers. Verify all credit files are up to date according to bank requirements. Assist in maintaining exceptions to loan policy.

Qualifications:

- Ability to prioritize and manage multiple responsibilities within strict timelines.
- General knowledge of banking and the loan process.
- Ability to move large sums of money with accuracy and confidence.
- Excellent communication skills to assist customers in a profession and confidential manner.
- Above average computer skills (Word, Excel, Power Point, Outlook)
- Strong attention to detail and conscientious proactive approach to delivering high quality results in a fast paced environment.
- Willingness to learn and adapt to varied and added responsibilities.
- In depth knowledge of banking software
- Basic knowledge of oil and gas language
- Familiarity with legal documentation
- Knowledge of loan policy and compliance requirements

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com