



# PREFERRED PERSONNEL INC.

---

*"From Front Desk to Boardroom"*

**Position Title:** Loan Processor

---

**Description:**

Preferred Personnel's banking client is seeking applications for a Loan Processor!

This position will include the following duties:

- Responsible for preparing loan documentation for commercial, consumer, and agricultural loans whether secured or unsecured.
- Ensure that documents are complete, accurate, and in place to provide the bank a perfected security interest on collateral taken to secure the loan.
- Verify appropriate approval and ensure compliance with bank approved policies.

**Qualifications:**

- Organization skills
- Multi-task
- Meet deadlines
- Good communication skills
- Detail-oriented
- Working knowledge of Word and Excel
- Good typing skills
- Previous experience in loan documentation, loan processing, or operations is helpful.

**APPLY TODAY!**

Send resumes to [ppi@preferred-personnel.com](mailto:ppi@preferred-personnel.com)