



Family owned community bank is looking to fill a **Lending Operations Specialist Level 1** with a high energy, customer focused individual who is highly motivated, detailed-oriented and is able to work in a fast-paced environment.

If you are a high energy professional that is looking for a challenge in a family owned community bank, we'd like to talk to you about becoming part of our team!

POSITION: Lending Operations Specialist Level I

REPORTS TO: Director of Lending

FLSA STATUS: Non-Exempt/Full-time

DATE: May 1, 2015

PURPOSE/DEFINITION: Perform all duties related to activities involving loans and the paperwork collected after the loan is booked as well as daily operational tasks and maintaining loans on the Bank's core system.

Essential duties and responsibilities include the following. Other duties may be assigned to meet business needs.

- Book loans. All loans booked the previous day must be scanned and filed the following business day
- Complete loan helpdesk requests within required system parameters
- Research loan requests in a timely manner
- Provide proficiency in document management program (FDM)
- Scan documents/process e-documents as applicable
- Maintain, clean, organize and file loan papers
- Maintain ticklers for financials, taxes and insurance
- Balance insurance accounts
- Review daily, weekly and monthly reports to verify accuracy as assigned

This position may also be assigned *Lending Review Specialist Level I* and *Lending Operations Specialist Level II* tasks as needed for efficient staffing of the Lending Operations department.

EDUCATION/SKILLS/ABILITIES:

- High School diploma
- Computer experience strongly preferred
- Ability to work well in a team environment to service customers
- Willing to participate in continuing education
- Excellent organizational skills and attention to detail
- Strong verbal and written communication skills with demonstrated success interpreting and communicating business needs between internal groups in a clear, focused and concise manner

May 1, 2015



- Ability to meet critical deadlines, effectively prioritize tasks and work in a team atmosphere
- Must be able to understand established procedures/policies and critically analyze related workflow and documentation
- Participation in community and business functions/groups is expected to ensure a positive image for the Bank

In addition to working with a great team, here are a few other reasons to consider:

- 401k Retirement
- Health and Life Insurance
- Flex Spending Account
- Comprehensive Wellness Program
- Flexible Work Schedule.

Mail résumé and cover letter:

Farmers & Merchants Bank
Attn: Human Resources
123 W Huron Street
PO Box 270
Berlin, WI 54923

Fax résumé: (920) 361-0500

Email résumé: humanresources@fmberlin.com

No out of state résumés accepted

Farmers & Merchants Bank is an equal opportunity employer and all qualified candidates are encouraged to apply including minorities, women, veterans and individuals with disabilities.

May 1, 2015