

## **JOB ANNOUNCEMENT: Part-Time Loan Officer**

Southeast Arkansas Economic Development District in Pine Bluff is seeking a part-time Loan Officer to assist in the administration of its revolving loan program.

### **Summary of Job Duties:**

- Provides applicants with information regarding the loan application process
- Obtains complete loan applications including all supporting documentation
- Review information by examining application and documentation, review credit worthiness and calculating repayment risk from information and documentation received from the borrower
- Conduct site visits for new and existing borrowers if necessary
- Presenting loan request before a loan committee
- Providing assistance on loan closing process
- Assisting in collecting past due loans
- Resolves any customer questions and disputes
- Providing exceptional customer service

### **Minimum Requirements:**

- Bachelor's Degree or commensurate work experience
- Minimum of five (5) years' experience as a loan officer, underwriter or in a similar related position requiring business/commercial credit knowledge and credit judgment
- Knowledge of commercial loan credit structures and loan documentation
- Ability to work effectively with minimal supervision and take initiative in determining independent problem solving and business development
- Excellent communication skills, both written and verbal
- Working knowledge of Microsoft Office products
- Valid driver's license and reliable transportation

### **No phone calls please**

Please send cover letter and resume' to:  
Melody Mosler, Executive Assistant  
Southeast Arkansas Economic Development District, Inc.  
Via email: [melody@southeastarkansas.org](mailto:melody@southeastarkansas.org)

Southeast Arkansas Economic Development District, Inc is an Equal Opportunity Employer.