

**SOUTHEAST ARKANSAS ECONOMIC DEVELOPMENT DISTRICT, INC.  
JOB DESCRIPTION**

**Job Title:**                   **Loan Officer**

**Location:**                   **Southeast Arkansas Economic Development District, Inc  
721 South Walnut Street, Pine Bluff, Arkansas**

**Supervisor:**               **Director of Finance & Human Resources**

**Classification: Full-Time, Exempt**

**DESCRIPTION:**

Southeast Arkansas Economic Development District in Pine Bluff is seeking a full-time Loan Officer to administer its revolving loan program. This is a two-year, grant funded position.

**RESPONSIBILITIES/DUTIES:**

- Review and update program policies and procedures
- Provide applicants with information and technical assistance regarding the loan application process
- Obtain 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
- Present loan request before a loan committee
- Perform loan closing
- Manage existing accounts and collect 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

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**No phone calls please**

Please send cover letter, resume' and professional references 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