



LOAN PROCESSOR

Rochelle, IL Branch

JOB TYPE: *Full Time*
Monday through Friday
In-Office Position / Not Remote or Hybrid

PAY TYPE: *Non-Exempt Hourly*

FUNCTION OF JOB

Seeking an experienced and reliable Loan Processor to perform a variety of duties related to the processing, servicing, administration and closing of loans for all loan officers. Position is responsible for preparing loan documentation and maintenance for new loans, mortgages, releases and extensions. Orders title insurance policies and conducts title searches. Works closely with lenders across the organization. Provides support to other loan operations staff.

ESSENTIAL KNOWLEDGE & SKILLS

- Ability to deal effectively, tactfully, patiently and pleasantly with customers
- Excellent communication skills using proper grammar to articulate the features and benefits of bank products and services
- Ability to identify customer needs and use proper sales techniques for selling or cross-selling appropriate bank products and services
- Must be trustworthy and discreet regarding confidential information
- Have a strong attention to detail
- The maturity necessary to request additional explanation, instruction or direction necessary for successful task completion
- The ability to work closely with other branch employees and internal departments of the bank
- Willing to adapt to change in procedures and tasks
- Should be a self-starter, ability to handle multiple job duties simultaneously and emotionally mature in handling stress
- Experience with designated software programs such as Outlook, Excel, Word and/or Loan platforms, imaging programs and other related software and/or equipment.
- Must be reliable and dependable with punctuality and attendance.

EXPERIENCE & KNOWLEDGE

The successful candidate must have a minimum of a high school education/graduation and preferably at least one (1) through two (2) years of experience in banking or related experience in another company.

BENEFITS*

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D Insurance
- Vacation & Paid Time Off (PTO)
- 401k Profit-Sharing & Match
- Flexible Spending Account
- Tuition Reimbursement Program
- Incentive Plan
- Holiday Pay
- Logo-wear Stipend

Interested applicants should send resume and cover letter to:

Central Bank Illinois
Valerie Jacobs
Branch Loan Operations Officer
340 May Mart Drive
Rochelle IL 61068

Or email to: recruiter@central-bank.com.

Posted 7/17/24

Equal Opportunity Employer

**Some benefits have an eligibility waiting period*