LOAN SUPPORT REPRESENTATIVE

RESIDENTIAL CONSTRUCTION LOAN DEPARTMENT

Columbia Community Bank is seeking qualified applicants for the position of Loan Support Representative in our Residential Construction Loan Department.

Columbia Community Bank is a $350,000,000 community bank located on the Westside of Portland with a focus on business-to-business relationships. We are seeking an experienced Loan Support Representative, preferably with experience in the field of residential construction loan processing and/or real estate commercial loan processing at a financial institution.

ESSENTIAL FUNCTIONS:

Key responsibilities include preparing loan documentation of moderate to advanced complexity for residential construction and commercial real estate construction using Laser Pro; All applicable operational functions including, but not limited to: Funding loans; setting up new loans on ITI core operating system and processing all needed future loan and portfolio maintenance; ordering title reports, reviewing and clearing applicable exceptions; updating inspection reports; processing draw requests, billing notices, interest reserves, pre-lien notices and filing. Provide excellent customer service to clients, vendors, bank staff and bank directors. Perform other duties and responsibilities specific to job functions and bank objectives.

SKILLS AND BASIC QUALIFICATIONS REQUIRED:

- High School Graduate or equivalent;
- Prior experience preparing real estate loan documentation of at least moderate complexity and performing applicable operational functions, preferably in the residential construction field at a financial institution;
- Basic bank operation fundamentals;
- Excellent organizational and communication skills, (verbal, written and listening);
- Proficiency in Microsoft Office applications, (Word, Excel and Outlook);
- Excellent customer service skills;
- Strong attention to detail; ability to produce work accurately and efficiently meeting deadlines;
- Strong skills in math;
- Self starter with the ability to work independently; fast learner with strong problem solving skills;
- Typing (minimum of 45 wpm); 10-key;
- Knowledge, understanding and ability to adhere to all applicable State and Federal regulatory compliance laws; ability to learn and adhere to bank policies and procedures;
- Team player who demonstrates self initiative in a team environment and to meet/exceed goals and objectives; ability to follow directions;
- Professional appearance and demeanor.

WORKING CONDITIONS:

Professional office environment. Position involves primarily working at a desk; retrieving, lifting, carrying files and returning files; periodically moving and lifting standard office-sized boxes weighing up to 50 pounds.

JOB SCHEDULE:

Day shift; Monday thru Friday; minimum of 40 hours per week.

COMPENSATION:

Salary commensurate with experience. Paid medical/dental/vision for employee. Life Insurance. Generous 401(k) match. Sick time and Vacation Time.

We are a drug free workplace and Equal Opportunity Employer. Drug screening and background investigations are required prior to employment.

Please send resume to: HumanResources@columbiacommunitybank.com