Residential Real Estate Loan Processor

Keen Bank has an immediate full-time opening for a Residential Real Estate Loan Processor in our Waseca, MN branch location.

The Residential Real Estate Loan Processor will work directly with lenders to create loan documents and maintain loan files in the consumer real estate lending area. This individual will be responsible for determining appropriate documentation for internal and regulatory requirements.

Responsibilities/Requirements
- Gather items for underwriting a consumer real estate file
- Prepare loan documents from application to closing
- Manage the loan process to fully support real estate lenders
- Work directly with loan applicants to prepare loan files
- Prepare residential real estate evaluations
- Excellent customer service and communication skills
- Excellent organizational and time management skills
- Strong attention to detail
- Strong personal computer skills, including a working knowledge of Microsoft Word and Excel

Education & Experience
Educational background should consist of formal school or financial industry related curriculum, and/or in-house training sessions that are business or financial industry related. Prefer 1-3 years previous experience in loan administration or processing with proven history of high achievement.

About
Keen Bank is a local, family-owned and managed bank that has been proudly serving southern Minnesota since 1874 with three locations in Waseca, Hope and Ellendale, MN. Their commitment to customers, responsiveness to find solutions and genuine willingness to help is the makeup of their organization. Keen Bank meets the needs of customers while maintaining the personal aspects of service that are synonymous with community banking. For more information visit keen.bank. Member FDIC

How to Apply
Apply to Keen Bank, Attn. Human Resource Officer, 101 State Street N, Waseca MN 56093, fax: 507.835.9105 or email employement@keen.bank.

Keen Bank is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, sexual preference or orientation, gender identity, national origin, disability, protected veteran status and all other protected statuses.