

Loan Specialist

Keen Bank is seeking a Loan Specialist in our Waseca, MN location. Will work directly with lenders to create loan documents and maintain loan files in the consumer, real estate and business lending areas. Will be responsible for determining appropriate documentation for internal and regulatory requirements.

Responsibilities/Requirements

- Prepare all consumer loans
- Prepare all HELOC's
- MPF Post Closing to include final file compilation and document follow-up
- Monitor loan document ticklers
- Handle paid off loans for all branches
- Maintain assigned loan files according to loan policy and documentation requirements
- Work with lenders in providing cross-selling opportunities to each customer
- Boards completed loans on Bank's mainframe and documentation software system
- Provides excellent customer service

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 employment@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.