



## Consumer Loan Coordinator

### Employer

RCB Bank  
1905 E 9<sup>th</sup> Ave  
Winfield, KS 67156  
(316) 247-7696

### Position Information

**Position Type:** Full-time

**Work Location:** Arkansas City

### **Position Summary:**

Support Loan Officers in preparing consumer loan requests, ensuring all consumer lending steps flow effectively and efficiently.

### **Essential Functions:**

- Review and prepare consumer loan requests.
- Order, obtain, and analyze all pertinent applicant/borrower and collateral documentation as well as verifications related to the processing of loan requests.
- Be a direct line of communication with Loan Officers to ensure that loan requests are prepared both timely and accurately.
- Schedule and facilitate loan closings with Loan Officers
- Verify Loan requests have proper approval
- Adhere to all federal regulations, laws and RCB Bank policies.

### **Education:**

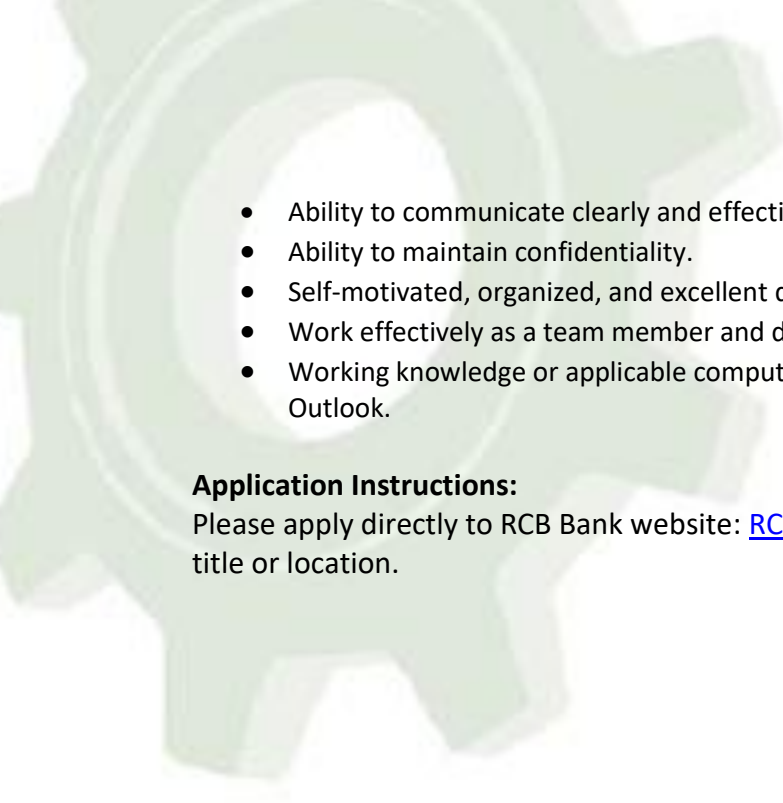
- High school diploma or GED

### **Experience Required:**

- 1 year of banking experience required. Loan experience preferred.

### **Job Specific Skills & Knowledge:**

- Excellent listening, verbal and written communication skills.
- Knowledge of loan documentation, loan structuring, and regulatory requirements is preferred.
- Ability to pay close attention to detail with a high degree of accuracy
- Ability to work in a fast-paced environment, managing multiple loan requests simultaneously.

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- Ability to communicate clearly and effectively with customers and co-workers
  - Ability to maintain confidentiality.
  - Self-motivated, organized, and excellent decision-making skills.
  - Work effectively as a team member and dependable.
  - Working knowledge or applicable computer systems, such as Microsoft Word, Excel and Outlook.

**Application Instructions:**

Please apply directly to RCB Bank website: [RCB Bank.com/Careers](http://RCB Bank.com/Careers) and look for the position by title or location.

