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RCB BANK

That's my bank!

Consumer Loan Coordinator

Employer

RCB Bank
1905 E 9th 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 work in a fast-paced environment, managing multiple loan requests simultaneously.

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- 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 and look for the position by title or location.

