Progressive Bank Employment Opportunity

Loan Operations Insurance Collateral Specialist

Department: Loan Operations
Reports To: Director of Loan Operations
Status: Full-time Position with Benefits

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receiving, maintaining, and tracking all insurance policies and collateral for consumer/commercial loans.
- Setting up ticklers for, monitoring, updating, and following up on cancelled/expired policies and force-placing insurance when required, in accordance with all regulatory and bank policies.
- Receiving and removing all collateral exceptions; Releasing collateral as requested/required.
- Maintaining a tickler file to track collateral for re-inscriptions/continuations to keep all collateral perfected.
- Cross-training on quality control review.
- Assisting with special projects and other duties as assigned.

QUALIFICATION REQUIREMENTS:

- High School Diploma with a minimum of one year Insurance/Loan Operations or Administrative experience.
- Proficiency in the use of Microsoft Office (Word, Excel) and Adobe Acrobat.
- Ability to work independently and take ownership of the position responsibilities.
- Ability to communicate in a professional manner with internal and external customers.
- Ability to meet strict deadlines and handle multiple tasks.
- Detail oriented.
- Ability to learn the bank's loan policies/procedures and apply accordingly.

EQUIPMENT OPERATED:

- Fax machine
- Copy machine
- 10-key calculator
- Typewriter
- Personal Computer

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel objects, tools, or controls; and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.