



Job Opening- Commercial Loan Assistant, Tonganoxie and Kansas City, KS – shared position

First State Bank & Trust is a community bank with locations in northeast Kansas including Piper, Basehor, Tonganoxie, Lawrence, and Perry. We have a full-time opening for a Commercial Loan Assistant that will have designated schedule working at both Legends and Tonganoxie locations. Hours are Monday-Friday, 8:00am-5:00pm. Ideal candidate will have prior commercial lending exposure and banking.

SUMMARY

The Commercial Loan Assistant supports the administration and processing of commercial and commercial real estate loans. This role is responsible for maintaining accurate loan files, coordinating documentation, assisting with loan closings and disbursements, and providing high-quality service to customers and co-workers. The ideal candidate is detail-oriented, customer-focused, and able to manage multiple priorities while working closely with Commercial Loan Officer/s and Loan Operations.

- Provide exceptional customer service at all times and collaborates effectively with team members and departments to achieve bank goals.
- Serve as a contact for new and existing commercial loan customers, responding to inquiries, scheduling appointments, and providing general loan information.
- Contact loan applicants to obtain required documentation and follow up on missing or incomplete information. This may include credit reports, financial statements, background checks, references, collateral reports, and other materials relevant to loan evaluation and file.
- Respond to borrower inquiries regarding loan renewals, extensions, rate adjustments, and payoff requests.
- Process loan advances and disburses loan proceeds to customers and applicable third parties.
- Completes loan processing worksheets and real estate closing statements.
- Work closely with the Loan Operations Department to coordinate the preparation of loan documents.
- Review loan documentation prior to closing to ensure required documents are present and that the documents accurately reflect the intended terms and structure of the loan.
- Has ability to close all loans with borrowers and ensures all required documents are properly executed and, if applicable, that all federal disclosure requirements are met. .

- Ensures that all exceptions are collected from the proper sources and forwarded to correct department, This includes report review and follow up with Commercial Lender/s, borrowers, and other parties to resolve outstanding items.
- May assist with paid note checklists, UCC lapse research, lien releases, and adverse action documentation.
- Notarize documents when requested.
- Prepares payoff quotes/letters as requested.
- Respond to internal inquiries related to loan payment processing, documentation, wire transfers, loan participation payments, and document tracking.
- Bundle, image, and file loan documents in accordance with established procedures and checklists.
- Assist with Loan Review activities and serve as a point of contact for Loan Review Officers or external auditors when requested.
- Effectively manage multiple priorities and support multiple Commercial Lenders simultaneously.

For consideration, please submit your resume to kathyy@firststateks.com or stop by any of our locations and complete an Application.

Equal Opportunity Employer