



OPERATIONS SPECIALIST

TITLE: Operations Specialist	REPORTS TO: AVP Operations Supervisor
DEPARTMENT: Operations	FSLA: Non-Exempt
JOB SUMMARY:	
<p>Performs a variety of duties in Operations in support of lending, deposit, and retail departments. Responsible for working with bank personnel and customers to maintain records, ensuring accuracy and timely servicing. Must comply with all related State and Federal laws and regulations while providing the highest level of service and support to the Bank's customers. Provide back up to all positions within the Operations area.</p>	
<ul style="list-style-type: none">➤ Process loan advances and pay downs.➤ Works with participant banks in arranging for funding on loans sold or purchased.➤ Provide administrative support to the Commercial Lending team➤ Verify all new CIF and Account information for accuracy and proper documentation.➤ Scan and review all documents, agreements, and maintenance back up into the Bank's document imaging system.➤ Process, maintain, and verify maintenance.➤ Work on special projects as assigned.➤ Perform other department functions as required for back up.➤ Responsible for complying with internal procedures and operating in a manner to meet statutory and regulatory requirements.➤ Performs other various duties as assigned.	
QUALIFICATIONS:	
<p>Education and Experience:</p> <ul style="list-style-type: none">• 3-5 years of relevant loan/deposit operations experience	

The above statements are intended to describe the general nature and level of work performed rather than an exhaustive list of all duties and responsibilities and skills required for the position. The Job duties may be changed at any time at management's discretion. The job description is not intended to create an employment contract of any kind.



Required Skills:

- Strong analytical, technical and problem solving skills
- Self-motivated with attention to detail and project oriented
- Excellent communications skills, speaks clearly and persuasively
- Sound judgement – willing to make accurate and timely decisions
- Plans and organizes time according to priorities and work plans for efficient use of time.

PHYSICAL DEMAND AND EQUIPMENT USED:

Must be able to sit, walk or stand for extended periods.
Must be able to travel to branch locations.
Must be able to travel for business related matters.
General Office environment
General Office equipment

LAST UPDATED: November 2017

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