

Full-Time Loan Administrator

Reports to the Credit Risk & Loan Operations Officer

Starting Salary: \$25/hr - \$28/hr

First National Bank of Milaca is seeking a qualified candidate to fill a full-time loan administrator position at our Milaca branch location. The primary responsibilities of this position are to upload loan accounts for both new and existing customers, assist loan officers in preparing loan documents, perfecting loan agreements and documents while following compliance regulations and operational procedures. Direct phone calls and foot traffic to the proper lending personnel. Work together with the lending administration team in handling asks and other responsibilities as they are assigned.

As the point of first contact for the lending area, our ideal candidate would possess an outgoing/pleasant personality and would portray that to the customers and employees alike.

Skills preferred include ability to multi-task, good computer skills, ability to uphold confidentiality and customer privacy in all situations, desire to learn and grow, detail oriented and accuracy, and excellent customer service skills. Banking experience of at least 2 years required.

First National Bank of Milaca is an equal opportunity employer and offers a competitive salary and benefit package. Qualified candidates please send your resume to:

First National Bank of Milaca
Attn: Sara Welch
PO Box 38
Milaca, MN 56353

Or email to: sara.welch@fnbmilaca.com