



LOAN OPERATIONS SPECIALIST

Pascagoula-Main

For 88 years, Merchants & Marine Bank has been the hometown bank of Jackson County & George County, Mississippi and Baldwin County, Alabama.

Processes loan file maintenance, new and renewal booking, securing, maintaining and releasing security interests, loan reconciliations, insurance related requirements, electronic and physical file management, reviewing and validating commercial and consumer documentation. This position works directly with internal and external (state and local motor vehicle and titling agencies, and insurance companies) clients. Ensures service standards, policies, procedures are adhered to and client needs are met. This role will handle basic to complex administrative activities. Must be able to operate independently and make appropriate decisions within defined authority. Loan operations specialist levels will be determined by the ability to process and support 75% of the processes within the duties and responsibilities.

Essential Functions and Responsibilities:

- Processes all activities related to collateral management: securing, maintaining, and releasing security interest on new and existing loans.
- Processes all activities related to filing and scanning activities for new loan transactions and modifications to existing transactions.
- Processes all activities related to new and renewed loan booking.
- Processes all activities related to insurance requirements.
- Processes all activities related to loan file maintenance.
- Processes all activities related to loan reconciliations.
- Processes all activities related to reviewing and validating commercial and consumer documentation for quality and accuracy.
- Processes all activities related to reviewing and validating commercial and consumer accuracy to the loan system of record.
- Ensures compliance with loan policies, credit requirements, procedures, and transaction documentation requirements.

Qualifications:

- 1+ year experience supporting loan activities.
- Bachelor's degree in Business, Finance or Accounting preferred but not required.
- Knowledge of loan processes, documentation, operations, and basic loan accounting is preferred.
- Required: Basic knowledge of accounting and or documentation processes; Proficiency with MS Office applications. Strong organization, communication, and interpersonal skills.

Working Conditions:

- Ability to work under stress and meet deadlines.
- Ability to operate related equipment to perform the essential job functions.
- Ability to read and interpret a document if required to perform the essential job functions.
- Ability to travel if required to perform the essential job functions.

Physical Requirements:

- Ability to sit at a computer monitor for extended periods of time.
- Ability to perform repetitive finger, hand, and arm movements.
- Ability to lift up to 15lbs.
- Ability to effectively discern information and formulate appropriate action.
- Ability to reach, squat, bend, and manually manipulate standard office equipment.
- Ability to drive to various locations.
- Ability to think critically and provide appropriate solutions.

TO APPLY:

We are considering internal transfers (current M&M Bank employees) and external applicants at this time.

Visit https://easyapply.co/job/loan-operations-specialist-i-ii-201206?rcid=m_m_bank_careers to complete an application. This position will be open until Friday, January 15, 2021.

CONTACT:

For more information, contact Careers@MandMBank.com. EOE/M/F/D/V