



JOB POSTING

All applications must be submitted to Human Resources by close of business on the specified date. Resumes are optional.

Employees may submit an [Internal Application](#).

External candidates may submit an [Employment Application](#) to:

P.O. Box 729, Pascagoula, MS 39567

3118 Pascagoula St., Pascagoula, MS

Careers@MandMBank.com

POSTING DATE: 04/01/2019

CLOSING DATE: 04/05/2019

LOCATION: Loan Operations Department - Pascagoula Main Branch

TITLE: Loan Processor

POSITION ID#: 041901

STATUS: Full-Time/Non-Exempt

OVERVIEW: The Loan Processor ensures the timely and accurate preparation of forms originated by Loan Officers. Reviews and validates required forms and supporting documents, inputs data into Navigator, and maintains correct and complete loan records as required by Bank policy and applicable law.

REQUIREMENTS: High School Diploma or equivalent. Bachelor's Degree in Finance, Business Administration, or related field is preferred.

Must have 5 years of Banking experience with prior Loan Operations experience; must possess a thorough knowledge of lending concepts, terminology, loan documentation requirements, and related state and federal regulations; must possess excellent written and verbal communication; must have excellent computer skills and be proficient with the Microsoft Office products as well as Navigator or similar technology.

Candidates must have the ability to work in a fast-paced environment with frequent disruptions; must be able to work with a high-level of efficiency and accuracy; must possess excellent verbal and written communication skills; must display a high degree of professionalism and leadership; must have the ability to work independently; must have strong time management, teamwork, organizational, problem-solving and project management skills

This individual may occasionally work outdoors. Some travel may be necessary to other business and branch locations may be necessary using personal vehicle.