

## **JOB DESCRIPTION**

**Position: Consumer Lending Assistant**

**Facility: Gurnee**

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### **Principal Duties and Responsibilities**

Prepare all disclosures for consumer mortgages, assist in obtaining all necessary documentation for consumer mortgage transactions, assist lenders by preparing commitment letters, loan closings, etc., must maintain credit files and assure that all loan files are in compliance with policy and procedures, prepare and process loan documentation, coordinate loan closings, must be knowledgeable on all consumer loan regulations.

### **Qualifications**

Must be detailed orientated and consumer focused  
Proficient in Excel and Word  
Excellent communication skills (written and verbal)  
Degree or equivalent preferred.  
Must have a minimum of two year experience  
Must have working knowledge of Mortgage documentation system

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We offer a competitive total compensation package for all full-time employees which include some of the following:

- ❖ Incentive Plan
- ❖ Profit Sharing and 401K Plan
- ❖ Medical and Dental Insurance
- ❖ Paid Holiday, Vacation and Personal Days
- ❖ Tuition Reimbursement

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All qualified, interested candidates please submit your resume for consideration to:

NorthSide Community Bank  
Attention: Gloria Pagan  
1155 Milwaukee Ave  
Riverwoods, IL 60015  
Email: [HR@nscombank.com](mailto:HR@nscombank.com)  
Fax: 847.419.9348

*NorthSide Community Bank is an Equal Opportunity Employer*

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