

JOB DESCRIPTION

Position: Loan Administrator

Facility: Riverwoods/Mundelein

Principal Duties and Responsibilities

Qualified candidates are detailed oriented and well organized. An overall superior communicator that is able to effectively present written and verbal information to loan customers and also within the loan department. The Loan Administrator must be a reliable individual that will contribute to the success of our lending team and NorthSide Community Bank as a whole. Experience in loan operations and the banking industry is preferred but not required.

Skills and Abilities Required

Detailed orientated, high degree of accuracy and organizational skills
Excellent written and verbal communications
Proficient in Microsoft Excel and Word
Professional demeanor

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

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
Fax: 847.419.9348

NorthSide Community Bank is an Equal Opportunity Employer
