

## **JOB DESCRIPTION**

**Position: Consumer Lending Assistant**

**Facility: Gurnee**

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### **Company Background**

NorthSide Community Bank founded in July, 1997 in an independent community bank and is focused on meeting the complete banking needs within its market, including both commercial products and personal products. NorthSide Bank is committed to providing *The Very Best In Banking* services by employing highly motivated and experienced professionals dedicated to the philosophy that their customers will receive exceptional service and financial products.

### **Principal Duties and Responsibilities**

- Prepare all disclosures for consumer mortgages
- Assist in obtaining all necessary documentation for consumer 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 Laser Pro or similar document software

We offer a competitive total compensation:

All qualified candidates must submit resume for consideration to:

NorthSide Community Bank  
Attn: Gloria Pagan  
1155 Milwaukee Ave  
Riverwoods, Il 60015  
Email: HR@nscombank.com  
Fax: 847-419-9348

*NorthSide Community Bank Is an Equal Opportunity Employer*