

Title: Loan Operations Clerk
Job Location: Century Bank and Trust, Milledgeville, Georgia

Summary : Provides support to back room lending operations department. Assist the Loan Operations Manager, Loan Administrator, Loan Assistants, and Loan Officers with problem resolution. Ensures deadlines are met and may prepare reports as needed.

Job Requirements:

- Prior loan operations experience in balancing and processing line of credit advances is a plus;
- Prior experience with Jack Henry & Compliance One preferred;
- One to two years banking experience preferable;
- Strong Microsoft Excel and Word knowledge and experience is required;
- Must be self-motivated and possess ability to work alone and with little supervision;
- Ability to prioritize duties to meet deadlines;
- Ability to work assigned schedule;
- Candidate must have good verbal and written communication skills;
- Ability to lift 15-25 pounds.

Century Bank and Trust is an Equal Opportunity Employer committed to diversity in the workplace. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, sexual orientation, gender identity, national origin, disability or veteran status.

Interested candidates should forward resume and cover letter to neason@centurybankonline.com.