



LAC COURTE OREILLES FINANCIAL SERVICES, LLC

13526 W Trepania Road, P.O. Box 1506 Hayward, WI 54843

Job Description	
Position Title	Loan Processor
Reports to	Director of Operations
FLSA Status	Non-Exempt/Hourly
Compensation	\$14.00 per hour
Classification	Non-Exempt
Posting Date	07/13/2020
Posting Closing Date	Open until filled
Position Information	Full-Time Employment (FTE)
Benefits	Health, Dental, Life, 401K
Location	Hayward, WI
Job Description Summary	
<p>We are looking for a reliable Loan Processor to perform approvals of consumer loans. You will undertake an intermediary role between potential clients and our financial institution. The goal is to help qualified applicants obtain loans in a timely manner and protect our organization's credibility. Loan processor duties and responsibilities will include analysis, appraisal and verification of loan applicants, as well as originating loans.</p>	
Responsibilities and Duties	
<p>As a Loan Processor you will:</p> <ul style="list-style-type: none">• Perform the initial approval of potential borrowers by thoroughly examining their applications through multiple software systems• Review applicants to evaluate their eligibility for loan• Follow up with customers to clarify important points• Finalize loan details and keep customers informed in rules and obligations• Remain up to speed regarding lending and other financial services• Create and renew records• Identify customer needs, explore all options availability to customers• Work within established regulations and adhere to law requirements at all time	



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Required Skills

<ul style="list-style-type: none"> • Attention to detail • MS Products • Accuracy • Interpersonal communication • Time management • Customer service • Decision-making • Compliance • Verification • Credit Review 	<ul style="list-style-type: none"> • Industry standards and policy • Databases • Positive attitude • Organizational skills • Mathematical skills • Analysis • Extremely reliable and trustworthy • Attention to detail and analysis skills are required
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Preferred Education and/or Experience

- Minimum of High school diploma/ GED

Technical Skills

- Proficient use of MS: Word, Excel, PowerPoint, Outlook.
- Proficient user of the Internet and cloud-based storage.

Working Conditions / Physical Demands

- Must be able to sit for long periods of time, talking, listening constantly
- Sitting for extended period of time
- Occasionally lift up to 5 lbs.
- Noise level: moderate noise level **daily** in an office atmosphere.

Application Process

- Submit to LCO Financial Services at the address listed above:
- Fill out an LCO Financial Services Application
 - Letter of Interest (preferred but not required)

** LCO Financial Services is an equal opportunity employer; however, Indian Preference will apply to qualified applicants. **