



Job Title – SBA Loan Coordinator

Location – Festus

Status – Full Time

Work Schedule – Monday- Friday

Hours Per Week – 40 hours

Why Midwest Regional Bank?

Known as The Bank of “Tradition and Progress,” Midwest Regional Bank provides outstanding customer service and maintains a strong commitment to the communities we serve. As a community bank, we make all decisions locally and encourage our employees to bring new and innovative ideas to our daily processes. With seven area retail centers, we offer sustained growth and long-term career opportunities.

Responsibilities:

- Aid in preparation of loan files including UCC searches, flood determinations, Geo Coding, SOS Entity Searches, etc.
- Organize loan files for submission to closing specialists
- Track receipt and submission of loan documents via mail, overnight, etc.
- Pay invoices associated with loan expenses
- Other Duties as assigned

Minimum Requirement:

High School diploma

Preferred Experience:

- Accounts Payable
- Vehicle titles
- Banking/ Accounting

Professional Development:

We provide our employees with tools and training for long-term success. Midwest Regional Bank is an Equal Opportunity Employer. All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening.

Please send your resume to bpitlyk@mwregionalbank.com