



The Credit Department Administrator position is an Entry-Level positions. Duties include:

- Collection and clearing of financial technical exception items
- Loan review and regulatory examination preparation
- Assist Credit and Loan Documentation with special projects
- Assist Credit Analysts with post-approval duties
- Assist Loan Documentation with pre-closing items

Minimum Requirements:

High School diploma
Microsoft Office proficiency
Strong attention to detail
Organizational skills

Preferred Knowledge and Skills:

Associates degree and/or equivalent work experience
Strong written and verbal communication skills
Basic math skills

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 trichlak@mwregionalbank.com or stop in the Festus Branch to fill out an application.**