



COMMERCIAL LOAN DOCUMENTATION SPECIALIST

Midwest Regional Bank, a fast-paced, growing community bank located in Festus, MO, is seeking a Commercial Loan Documentation Specialist. Duties include, but are not limited to, the collection and review of due diligence items, preparing loan documents, booking loans on core system, preparing files for scanning and tracking exceptions. Must have ability to effectively communicate with bank customers and loan officers. High School diploma and one year related experience. Must be a self-starter and detail oriented.

Minimum Requirements:

- At least one year of experience in a lending environment. Preferably one year of experience using Laser Pro
- One year of experience closing commercial real estate and C&I transactions preferred
- Knowledge and ability to review title commitments, insurance, corporate organizational documents and other loan due diligence items
- Strong ability to handle multiple loans in various stages
- Able to prioritize and complete multiple tasks with efficiency
- Familiarity with Fiserv/Premier/Navigator preferred

We provide our employees with the tools and training needed to build and support career goals. 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 hr@mwregionalbank.com or stop by our Festus office to fill out an application.