



Southwest Colorado Federal Credit Union's mission statement is "To provide a broad range of high quality, cost-effective financial services to residents of Southwest Colorado and to promote a long-term partnership with members while encouraging financial responsibility."

If you strive to put your best effort forward and excel in customer service, we want to talk to you about becoming part of our team!

We are currently seeking applicants for our Consumer Loan Processor/Officer position.

Description:

Our ideal candidate seeks opportunities to exceed our members' expectations while offering accurate and efficient service when conducting member transactions, answering members' inquiries and underwriting loans. We seek individuals with a friendly, positive attitude who take pride in their work. They must work well as a team and individually while taking part in ongoing training activities to enhance their skills and knowledge. They must demonstrate integrity, professional behavior and have excellent communication skills.

Qualifications:

- Previous loan processing experience required.
- Ability to be an integral part of a team and help in other areas/departments of the Credit Union as needed
- First-rate customer service skills
- Critical thinking and creative problem-solving skills
- Self-motivated
- Ability to communicate effectively, both written and verbal
- Passion to help people understand their finances
- Ability to maintain professionalism in a fast-paced environment
- Have strong attention to detail and general aptitude for math
- Intermediate computer knowledge (Microsoft Outlook, Word, Excel)
- Ability to lift and carry 25 pounds

Responsibilities:

- Gather information in order to underwrite loan requests. Complete follow-up paperwork after the loan is closed.
- Approve/deny (or refer to senior loan officer for approval) loan requests.

- Responsible to complete all title work related to lending approvals and verify the Credit Union has perfected its lien on all collateral taken for security.
- Assure the Credit Union has received complete and correct documentation from the member and the insurance company for the collateral used for the security.
- Perform notary public duties.
- Assist in delinquency control measures and continue with the collection process once preliminary collection efforts are exhausted and support with repossessions and disposition of the collateral.
- Attend seminars and training conferences as requested by supervisor.
- Answer questions in person or on telephone.
- Open new accounts in conjunction with closing the loan
- Communicate effectively about other services and products the Credit Union offers by answering inquiries and ascertaining members' needs.
- Complete special requests by closing accounts when needed; take orders for checks; open and access safe deposit boxes with members; provide statements and copies.
- Maintain member confidence and protect Credit Union operations by keeping information confidential.
- Comply with Credit Union policies, federal regulations and laws.

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