



## **Join the Olympia Credit Union team as a Consumer Lending Officer!**

Do you enjoy having genuine conversations and helping people? Do you feel rewarded when you can help others make sound financial decisions? Do you enjoy being a problem solver, with a strong sense of team camaraderie in a fast-paced environment? If so, you could be a great fit for a responsible position as a **Full-Time Loan Officer** at our growing credit union.

Please submit your letter of interest, with your resume and an employment application available at [www.olycu.org/communications/job-announcements](http://www.olycu.org/communications/job-announcements)

### **Responsibilities and Duties –**

- Taking in member loan applications and preparing them for review by loan committee. Follow up with the loan committee to determine status. Process and prepare indirect loan requests for committee. Fund approved loans (direct and indirect); preparing closing documents, meeting loan approval conditions, and explaining closing documents to members.
- Open all types of new accounts and cross-sell other services that benefit the member.
- Process loan denial notifications and inform members of loan decisions.
- Attend various business networking functions to promote the credit union
- Create ways to generate membership and loan growth consistent with the organizational business plan
- Research and problem solve department and/or member specific challenges
- File loan documents with appropriate agencies (i.e. title liens, Deeds of trust, insurance policies).
- Answer incoming calls or take calls from tellers on complex member issues
- Identify and take action to improve the department's operating methods and procedures
- Perform other job-related duties as assigned

### **Minimum Qualifications-**

High School Diploma, or equivalent

Consumer Lending experience of 2 years with at least 1-year experience with indirect lending

Valid Driver's license

Thorough understanding of consumer lending policies and procedures

Knowledge of state/federal contract law and lending regulations

Excellent verbal communications skills with ability to persuade others

Professional Appearance, dress and attitude

Able to work in a fast-paced environment requiring the ability to multitask accurately and efficiently with a calm demeanor

Ability to use related computer software, Microsoft Office products and business equipment, including adding machine and copy machine

### **Preferred Qualifications –**

Working experience with full-service credit union or financial institution

Understanding of credit union policies and procedures

Experience dealing with complicated loans

Mortgage loan processing a bonus

Collection experience a bonus

### **Position Working Conditions –**

The work environment is a combination of an office setting and working outside of the office with dealerships and at community events

Movements frequently and regularly require using the wrists, hands and/or fingers

Frequently required to sit and stand for longer periods of time

Works under tight time constraints

### **Full Time / Salary – DOE / Equal Opportunity Employer**

Competitive benefits such as Dental, Medical, Paid Time Off, Life Insurance, 401k retirement and more.