



***Understanding that exceptional people... create exceptional circumstances!***

**Who we are:** We are a small private bank that knows our clients by name, understands their banking needs and works as a team to provide the highest level of service possible. We provide modern banking strengthened by a renowned tradition of service. We offer our clients choice and flexibility in managing their finances, while preserving the personal touch and accessibility they expect from a Private Bank.

**What to expect:** Driven by shared values of team spirit, commitment, responsibility, and innovation, all our teams are focused on delivering a truly personal service. All team members, regardless of their role, help create better, deeper, more personal relationships with our clients, while offering them a greater level of service and opportunity. As a subject matter expert, you will have access to all decision makers. Everyone in the bank is focused on creating the best possible client experience imaginable.

**Here's what you'll do:** The ***Loan Operations Specialist*** is responsible for recurring loan operational functions to support the commercial lending team. You will assist with the input/process of all loan activities including the boarding of new loans, renewals/extensions, modifications, advances, payments, file maintenance, payoffs, collateral release, scanning original documents and other duties assigned. You will also perform call back of input of new loans, renewals, payments, payoffs, transfers, advances, accrual adjustments, and files maintenance to ensure correct information is on the loan system. This position will also help with the daily balancing and resolution of differences between general ledger accounts and the loan system.

- Process and input incoming and outgoing wires, payments, and payoffs on all loans.
- Assists on the input of new loans, renewals and extensions, modifications, deferments of commercial, real estate.
- Prepare general ledger tickets and balance loans in process accounts.
- Process file maintenance on all loans as needed, such as address changes, phone numbers, emails, and bank defined fields.
- Balance and photocopy and or scan's daily work.
- Prepare, review and mail notices concerning rate changes on loans.
- Help boxed paid loans and reports based on the bank's retention policy.
- Scan booked loan packages and maintains the online files organized.
- Help with daily call back (new loans, renewals, payments, payoffs, advances, accrual adjustments, transfers, and file maintenance) for accuracy.
- Assists on the daily balancing and process daily work.
- Review, and process UCC Continuations.
- Assist with Payoff Demand Statements
- Takes steps necessary to maintain all department files and records in current and complete order.
- Professionally process clients written or phone communications, in accordance with the Bank's Policies
- Follows policies and procedures.
- Provide the highest level of customer service possible to all clients, EH National Bank's employees and participant lenders.

**What you need to succeed:**

- 2-3-years' experience working in a commercial bank note department.
- Familiar with basic commercial lending client files.
- Core banking system experience such as DCI iCore360 preferred.



## EH Private Bank®

EH Private Bank is a Tradename of EH National Bank

- Computer skills including Microsoft Teams 365, Excel, Outlook, and word.
- Ability to prioritize tasks to meet deadlines and efficiently complete assignments.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Strong attention to detail.
- Self-motivated.
- Ability to interact with all levels of management and team members.

### **What's in it for You:**

EH Private Bank offers competitive compensation and incentive packages, along with comprehensive benefits that includes:

- *Competitive salary.*
- *Excellent comprehensive benefits package includes medical HMO or PPO, dental, and vision.*
- *Matching 401(K).*
- *Vacation and sick Benefits.*
- *Paid Bank Observed Holidays.*

We offer a highly desirable work environment with committed banking professionals who value teamwork and collaboration. If you have an interest in becoming a part of the EH Private Bank team, please send us your resume and qualifications via email to: [careers@ehprivate.bank](mailto:careers@ehprivate.bank)

### **INCLUSION AND EQUAL OPPORTUNITY EMPLOYMENT**

EH Private Bank is an equal opportunity employer committed to diversity and inclusion. All qualified applicants for employment at EH Private Bank will receive consideration for employment without regard to race, religion, color, sex, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, age, protected medical condition, disability, or any other protected status in accordance with all applicable federal, state, and local laws.