

Tri-CU Credit Union is seeking a Loan Processor

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2626 W Kennewick Ave, Kennewick WA 99336
509.735.8331 www.Tri-CU.com

We are a fast growing dynamic community based Credit Union, and are currently building a large new primary office building on Highway 395 in Kennewick. We are hiring a loan processor who will be responsible for a variety of duties, which will keep the job interesting. This person will assist in interviewing and assisting loan applicants, and receiving/inputting loan applications directly from the public. This will require heavy answering of phones and taking messages. Position will include gathering customer's financial information, inputting loan data, calculating financial ratios, investigating loan documents, scheduling appointments, and signing documents with members or assisting with translation. Other duties include clerical duties such as word processing, spreadsheets, receipts and disbursements, filing documents. Position also sometimes interacts with outside vendors such as auto dealerships and title companies. This person will also have responsibilities to assist with all general incoming phone calls as needed. They must provide excellent customer service and assist in promoting a positive and friendly image of the Credit Union.

Education/Experience

- High School graduate or equivalent
- **Bilingual Spanish/English a plus**

Job Requirements/Skills

- Work Monday-Friday from 9 am to 6 pm
- Basic math and computer skills
- Professional appearance, dress and attitude (sets the example)
- Sit 75%-90% of workday, stand 10%-25% of workday (or more when a teller)
- Occasionally lift 50 pounds, and climb stairs multiple times a day

Compensation:

- Pay is an hourly wage minimum starting at **\$12.75 up to \$16.00 an hour**, based on qualifications and experience.
- Excellent benefits include: 3-weeks paid vacation, paid holiday and sick time, an employee pension contributed at 5% of gross wages, fully paid LT/ST disability insurance, and a \$825 monthly health stipend for insurance (taxed).

This is a full-time job. No Recruiters. Please, no phone calls about this job. **Tri-CU Credit Union is an Equal Opportunity Employer.** Reasonable accommodations may be made for disabled individuals. Submit resume and references to the main office at:

- **Tri-CU Job Application, 2626 W Kennewick Ave, Kennewick WA 99336**
- Fax to (509) 783-6166, or e-mail to **Melisa@Tri-CitiesCU.com**