

Job Title: Loan Assistant

Location: Downtown, Corpus Christi

Status: Full time

Description: The position of Loan Assistant is responsible for providing administrative and secretarial support to the Loan Officers by gathering and compiling data, preparing various reports, and maintaining loan files.

Skills/knowledge: Experience in real estate, consumer and commercial loan documentation, compliance regulations, and proficient use of a PC is required.

Education/work experience/licenses: High school diploma or equivalent.
Minimum 2-5 years of Loan experience required.

Application information

We accept applications and resumes only for current job openings. Resumes will be accepted; however, an application must be completed to be considered for employment.

Resumes and applications should be sent to:

Faxed: 361-888-3796
Attn: Human Resources

Or

Emailed: jharris@fcbot.com
Subject: dt loan assistant

Equal Opportunity Employer