

Job Title: Loan Operations Payment Clerk

Location: Everhart, Corpus Christi

Status: Full time

Description: The position of Loan Operations Payment Clerk is responsible for performing routine and intermediate duties related to consumer and business loan accounts and documentation.

Skills/knowledge: *Knowledge of personal computers and data processing systems associated with loan operations is required. Knowledge of automation principles and current software/hardware applications is essential. Advanced computer skills including Internet operations are highly desirable. This job requires the ability to meet established deadlines, work productively in groups and individually, communicated effectively in writing and orally, operate standard office equipment, work extended hours occasionally, and travel to various bank locations and training activities as needed.*

Education/work experience/licenses: High school diploma or equivalent.
Minimum 2-3 years of Loan operations/servicing experience preferred.

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 faxed to 361-888-3796 or emailed to jharris@fcbot.com

Equal Opportunity Employer