

## **Post-Closing Specialist Associate**

Mendota Heights-based Gateway Bank was founded with a clear vision of what a community bank should be. And we remain committed to conducting every transaction with that vision in mind.

Our three core beliefs shape who we are and how we do business.

1. An excellent work environment
2. Outstanding client service
3. Strong client relationships

### **Primary Responsibilities:**

- Booking of all New, Renewed, or Amended Loans
- Post-Closing Procedures
- Maintain Client Files
- Loan Edits
- Loan Payment Processing
- Loan Transaction Processing
- Collateral Release and Satisfaction Processing
- Process Payoffs and Subordination Requests
- Responsible for Paid-off Loan File Procedures
- Maintain Tickler Report (internal client information tracking system)
- Loan Review Follow-Up
- Appraisal Reviews

### **Secondary Responsibilities:**

- Preparer of File Comments
- Internal Valuations
- Appraisal Ordering/Reviews
- Ensure Officers Review Notices
- Miscellaneous Loan Administrative Tasks as Needed

## **Why Gateway Bank?**

Gateway Bank has always had a commitment towards quality of product and service to its clients. We have found that it takes a team effort to consistently meet the high standards we have set for ourselves. Our Bank is committed to the development and growth of each associate. In turn, we count on each associate to help us maintain those high standards of quality that have made our Bank's products and services respected throughout the community.

## **Qualifications**

Successful candidates will be highly motivated, energetic, professional, responsible, service oriented, friendly, and have excellent written and oral communication skills. Qualifications include:

- Detail-oriented and strong ability to take initiative
- Strong organizational and interpersonal skills
- Able to handle multiple tasks and prioritize
- Proficient with computers and software – Microsoft Suite