

## Loan Operations Specialist

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
- Scan loan files
- Maintain Client files on Synergy
- Assist Lenders and Loan Operations Associates with daily task
- Maintain Tickler Report (internal client information tracking system)
- Collateral Release and Satisfaction Processing
- Process Payoffs and Subordination Requests
- Responsible for Paid-off Loan File Procedures
- Loan Review Follow-Up
- Appraisal Review

### Secondary Responsibilities:

- Miscellaneous Loan Administrative Tasks as Needed
- Loan Edits
- Monthly Flood Report

### 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:

- Associate or Bachelor degree preferred
- 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