

POSITION: LOAN ASSISTANT

LOCATION: Leland, Mississippi

GRADE: Salary and promotion commensurate with experience and performance.

JOB SUMMARY: The holder of this position provides administrative support and performs clerical duties in processing financial, marketing and credit records.

PRIMARY RESPONSIBILITIES: The essential functions of the position include, but are not limited to receiving payments on accounts and issuing receipts; making authorized disbursement of loan funds; preparing applications, legal and credit administration documents to complete loan transactions; verifying accuracy of loan and legal documents; performing legal record searches; performing data entry of office transactions; compiling branch office reports; maintaining the branch office filing system; performing other secretarial and administrative services as assigned; and promoting good customer relations. Must meet the requirement of daily attendance on the job for a full, continuous 8-hour shift. Management reserves the right to add to or change the duties of the position at any time.

EXPERIENCE: Some college credits preferred with work experience in secretarial duties. Must possess the skill to operate advanced technology office equipment. Must be able to perform most duties under moderate supervision and exercise a reasonable amount of judgment.

To be considered for this position, send current resume, marked confidential, to Equal Employment Officer, First South Farm Credit, Three Paragon Centre, Suite 100, 574 Highland Colony Parkway, Ridgeland, MS 39157. **Applications will be accepted through April 10, 2013.**

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