

### **About Minnesota National Bank**

*Founded in 1902, we operate banking offices in Sauk Centre, Long Prairie and Pelican Rapids. We provide customized financial services that enable our customers to thrive and win with money.*

### **Loan Support – Full Time position in Sauk Centre**

#### **Position Summary**

Processing, clerical and administrative support of loan functions. To ensure loans are uploaded and filed correctly, both physically and electronically. Confirm all needed documents have been received and signed - ready for any audit. Continuously supporting loan officers to ensure above satisfactory service to existing and new customers. To make time for personal growth along with the growth of the bank.

#### **Primary Responsibilities**

- Traits that are preferred:
  - Banking experience preferred, but not required
  - Aptitude for math and numbers
  - Strong technical skills and aptitude
  - Ability to learn report generation software
  - Strong problem-solving skills
  - Ability to achieve strong core processing knowledge
  - Detail oriented
  - Analytical
  - Excellent computer skills
- Possess accountability for time and organization.
- Demonstrate excellence in daily work and special projects.
- Positive attitude that aligns with Minnesota National Bank culture / be a great teammate.
- Ability to work independently and self-motivated while supporting lenders.
- Communication skills both internally and externally.
- Willingness to learn.
- Firm understanding that change is constant.

#### **Ideal Qualifications**

- High school diploma or equivalent required; Associate or equivalent degree preferred
- High level of technology skills to include word processing/spreadsheets/email & document scanning/attachments.

#### **How to Apply**

*To apply please send your resume to [HR@mn-bank.bank](mailto:HR@mn-bank.bank).*

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**[www.MN-Bank.Bank](http://www.MN-Bank.Bank)**