

Posting Date: April 5, 2019
Position: Full-Time CSR/Lending Assistant
Reports to: Lender
Location: Lubbock, TX



Summary of Primary Duties/Responsibilities:

Vista Bank is currently seeking an experienced, full-time CSR/Lending Assistant for our Lubbock 50th Street branch. A CSR serves as the face of Vista Bank and is often the most important public relations person. As a CSR/Lending Assistant, position duties/responsibilities include:

- Explain and Open a variety of personal & business accounts including checking, IRA and Certificate of Deposits (CD)
- Collects pertinent financial information to insure customer's needs are met regarding the bank's product and services
- Accept Wire Transfers request and insure that policies and procedures are supported
- Assist customers with ancillary products such as debit cards, online banking, check orders and/or loan request
- Responds to customer questions and resolves problems while providing excellent customer service
- Understands various loan types, primarily in consumer real estate
- Communicates with realtors, appraisers, title companies, and various others to get all the necessary paperwork to fulfill loan applications
- Stays informed regarding bank policy, changes in lending standards and related legal topics
- Reviews Loan Officer's file before submitting for loan processing
- Performs pre-& post funding reviews
- Recording and retention of multiple files and documents
- Compliance with all company and banking regulations
- Wide degree of creativity and latitudes is expected

This Position requires:

- High School Diploma or GED or equivalent; some college preferred
- Minimum 1 year of experience as a lending assistant
- Minimum 1 year of experience as a CSR
- Strong verbal and written communication skills
- Excellent organizational skills and time management
- Proficiency with Microsoft Office and personal computers
- Ability to multitask and work efficiently under pressure in a fast-paced environment
- Positive attitude and great work ethic
- Great analytical, logical, and reasoning skills
- No visible tattoos or body piercings except conservative ear piercings
- Reliable transportation
- Must meet minimum credit standards and pass a criminal background check
- Only applicants that have consented to a background and credit check will be considered

Vista Bank offers a competitive benefits package including paid bank holidays.

Contact any Vista Bank location for an application.

Completed applications can be delivered in person to 4621 50th St, Lubbock, TX or by fax to (806) 687-4742, Attn: HR

Please direct inquiries to our HR Department at hr@vistabank.com.

VISTA BANK IS AN EQUAL OPPORTUNITY EMPLOYER OF WOMEN, MINORITIES, PROTECTED VETERANS, AND INDIVIDUALS WITH DISABILITIES.

