



Oregon Community Bank is seeking to fill the full-time position of **Commercial Loan Administrator**. Oregon Community Bank is a community bank, which means we're proud to be part of the communities we serve.

The position is responsible for:

- Documentation preparation
- New loan system boarding
- Modification and renewal processing
- Core system maintenance
- Purchased and Sold Participation loan management
- Documentation management
- Tickler system maintenance
- Loan file maintenance
- Financial Statement management
- File/Documentation logistics
- Provide excellent customer support to Lenders and external partners

Candidate should have relevant work experience, be a team player and have excellent communication and organizational skills. Ideal candidate will demonstrate a positive and pleasant attitude, and be willing to assist in other Organization functions as needed.

Applicants seeking a challenging, rewarding position while providing excellent customer service with the community should submit your resume by e-mail to:

Mark Barberino, SVP & CCO
608-835-3168
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