



ADMINISTRATIVE ASSISTANT

What are you looking for in a new job?

Are you looking to work in a culture that thrives on teamwork and cooperation? Are you looking for a company that supports you in delivering your best work? An environment that celebrates your hard work and contributions?

Then look no further!

Recognized by the Star Tribune as a Top Workplace for 2018, **The Servion Group's** mission is to personally help small-to-medium-sized credit unions and banks compete and establish stronger relationships with their marketplaces, focusing on a higher level of service. We help our clients by partnering with them and providing the tools and services they need to offer mortgages, commercial loans, personal financial management, residential and commercial title services, as well as, home buying and selling services.

POSITION

If you have an aptitude for detail, love to organize and enjoy multi-tasking in an exciting environment, then please consider sending in a resume and cover letter for this position. We are hiring an Administrative Assistant in Commercial Loan Resources to help with our growing business.

Essential responsibilities and duties include:

- Compile administrative addendum review package for team analysts.
- Process and track incoming appraisal and environmental engagements.
- Correspond via email and phone with external partners
- Support role for team and miscellaneous duties as assigned.

MINIMUM QUALIFICATIONS

- Knowledge of Microsoft Word, Excel and other administrative software.
- Outstanding organizational skills and attention to detail.
- Professional customer service and excellent communication skills, both orally and written.
- Motivated self-starter with ability to prioritize given tasks.
- Experience in commercial lending a plus but not required.
- High school diploma or GED equivalent.

This position description should not be construed to imply that any of the duties, responsibilities, or requirements outlined herein is exclusive. Employees are expected to execute any other additional assignments that may be specified. Furthermore, this position description does not represent a complete list of all the performance expectations and characteristics of individuals required to perform a job accurately. The company's management reserves the right to change this description from time to time as may be required.

If interested in this position, please submit resume and cover letter to:
jobs@myservion.com