



## LOAN PRODUCTION COORDINATOR

### JOB SUMMARY

AgAmerica is seeking a Loan Production Coordinator with outstanding organizational skills to ensure that all information and documents surrounding deals are kept in order. The Loan Production Coordinator will report directly to the Director of Retail Lending and duties will include loan processing, assisting the Production and Credit teams, liaison between departments, updating data points in Salesforce, and other special projects as assigned. The Loan Production Coordinator should improve the loan processing process and implement organizational tactics that support business growth and enhance AgAmerica's reputation. Individuals with administrative and/or assistant experience are encouraged to apply.

### JOB DETAILS

Hire Date: ASAP

Position Type: Full-time

Compensation: Hourly rate negotiable based on experience, competitive benefits package

### JOB RESPONSIBILITIES

- Loan processing and assistance with Production and Credit teams
- Loan closing liaison with Client and Production Team for appraisal, title and other closing documents
- Internal Sales and Salesforce – update dates, stages, and other data points throughout underwriting and closing process
- Special projects and other duties/projects as needed

### REQUIRED QUALIFICATIONS

- Associates degree
- Basic knowledge and ability to identify financial statements and other legal documents
- Understanding of basic loan and financial concepts
- Paralegal or real estate law experience; preferred
- Experience with Salesforce; preferred

### CORE COMPETENCIES

- Exceptional organizational skills
- Ability to multi-task and handle multiple files at one time
- Team player with ability to work in a fast-paced environment
- Acute attention to detail

### AGAMERICA MISSION

- To know the farmer.
- To counsel the farmer.
- To provide a financial structure that allows the farmer to thrive in good times and to sleep well during tough times.
- To celebrate the critical role of the farmer in America, and to champion all that the American farmer represents in a changing world.

AgAmerica Lending  
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EOE

This job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or be assigned at any time.