



The National Bank of Indianapolis
Job Posting: Loan Operations Assistant – Collateral Review

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 330 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at
<http://nbofi.com/careers.php>

The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)





JOB POSTING:

Loan Operations Assistant – Collateral Review

Purpose of Position: The incumbent is responsible for reviewing collateral for commercial and consumer loan accounts to ensure the Bank's interests are protected, providing the highest quality of service to every customer and serving as a point of contact for questions and training.

Essential Functions:

- ◆ Provides exceptional customer service by responding to questions, providing information and assistance to ensure that accounts are serviced in an accurate and timely manner
- ◆ Ensures receipt and validity of the loan documents and performs quality check
- ◆ Identifies and monitors collateral exceptions, updating host system accordingly
- ◆ Records and releases liens
- ◆ Orders post searches and verifies proper lien position; works with title company to resolve exceptions
- ◆ Tracks flood and hazard insurance
- ◆ Monitors and reports all outstanding fees
- ◆ Prepares subordination agreements
- ◆ Reviews daily and monthly tracking reports
- ◆ Performs monthly and quarterly audits of cash collateral
- ◆ May perform and/or serve as backup for booking/servicing and/or imaging, as appropriate

Requirements:

- ◆ High school diploma or equivalent educational experience
- ◆ One year loan servicing or related experience required
- ◆ Proven skill in reviewing/interpreting loan documentation
- ◆ Knowledge of compliance/regulations related to collateral and loan servicing helpful
- ◆ Demonstrated familiarity with all aspects of collateral, including but not limited to lien perfection and release, title commitments, final title policies and insurance
- ◆ High level of computer proficiency and strong working knowledge of Microsoft Office products and similar applications; knowledge of the Jack Henry core system helpful
- ◆ Excellent customer service, communication and problem solving skills
- ◆ Ability to work independently under pressure to meet deadlines; ability to organize and prioritize tasks

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