



**The National Bank of Indianapolis**  
**Job Posting: Loan Operations Assistant (Booking/Servicing)**

**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 300 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.

**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](mailto: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)**





THE NATIONAL  
BANK OF INDIANAPOLIS

## **JOB POSTING**

### **Position: Loan Operations Assistant (Booking/Servicing)**

#### **Purpose of Position:**

The incumbent is responsible for booking and servicing for commercial and consumer loan accounts, 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
- ◆ Responsible for all tasks related to the uploading of a loan to the host system in order for it to be properly serviced
- ◆ Reviews loan documents to ensure that they agree with the approved terms of the loan and are in compliance with policies and regulations
- ◆ Enters customer and loan application information into the Jack Henry core system
- ◆ Reviews and ensures receipt and validity of loan documents
- ◆ Reviews all data entry to ensure accuracy
- ◆ Performs various aspects of daily servicing requests
- ◆ May perform and/or serve as backup for collateral review and/or imaging, as appropriate

#### **Requirements:**

- ◆ High school diploma or equivalent educational experience
- ◆ One year loan servicing experience required; knowledge of Jack Henry core system helpful
- ◆ Demonstrated skill in reviewing/interpreting loan documentation, and knowledge of compliance/regulations related to loan servicing
- ◆ Demonstrated understanding of the inner-workings of commercial/consumer loans (i.e. interest calculations, loan participations, general ledgers) in order to be able to set up and maintain accounts
- ◆ High level of computer proficiency and strong working knowledge of Microsoft Office products
- ◆ Excellent customer service, communication and problem solving skills
- ◆ Ability to work independently under pressure to meet deadlines; ability to organize and prioritize tasks

For more information, please call Human Resources at 317-261-3271.  
To express interest in this or other positions at the Bank, you may e-mail your resume to  
resumes@nbofi.com, fax it to 317-261-9678, or mail it to  
Human Resources, 107 N. Pennsylvania Street, Suite 302, Indianapolis, IN 46204.

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