

## Career Opportunity

PromiseOne Bank is a community bank that would serve our community and its diverse population. As a community oriented commercial bank, we offer small business, commercial loans, mortgage loans, and customary banking services such as deposit products. We started our banking operation from our main branch in Gwinnett County, Georgia and have continued to expand our geographic footprints rapidly. With this fast growth, we are looking for new talents in the following area(s):

**[Job Title] Loan Closer** in **Loan Servicing Department**

**[Location] – Headquarter Office in Duluth, GA**

### **[Job Overview]**

This position is responsible for preparing all loan documentations and completing assigned loan closing and post-closing follow ups in accordance with the terms and conditions of the loan approval. It also includes maintaining, monitoring and reporting loan accounts and payments in compliance with regulatory agencies and internal policies and Loan Servicing Procedures Manual.

### **[Requirements/Qualifications]**

- High school diploma or equivalent
- 1-2 years' experience in banking
- Intermediate computer proficiency
- Ability to learn bank specific software
- Excellent communication skills
- Highly motivated with ability to work independently.

Must be fluent in English or bi-lingual in Korean/English is preferred

### **We offer competitive compensation and excellent benefit package**

- Medical, Dental, Vision, & Life Insurance
- 401(k), Paid Vacation and Sick Leave

**If you are interested in working with us, please email your resume\* to [Career@promiseone.bank](mailto:Career@promiseone.bank)**

\*Document submitted will not be returned.

✉ PromiseOne Bank 2400 Pleasant Hill Road Suite 340 Duluth, GA 30096 ☎ 678.385.0834

PromiseOne Bank is an Equal Opportunity Employer.

