

## 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 areas:

**[Job Title] Loan Officer Trainee** in **Commercial Lending**

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

### [Job Overview]

The duties will include assisting the Loan Officer(s) by setting up and maintaining loan files organized, taking applications when directed to do so, returning phone calls and seeking signatures on documents where applicable, and preparing files to be submitted for processing. This person will provide preliminary research on the property, credit and occasionally order other documentations and appraisals when appropriate. Furthermore, he/she will continuously monitor the status of applications and stay in constant contact with others involved in the application process to ensure that files are moving through the approval process and closing in a timely fashion.

### [Requirements/Qualifications]

- Bachelor's degree in finance, business or economics preferred
- Proficiency in Microsoft Office Suite including Word, Excel and Outlook
- Strong Oral and written Communication Skills
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

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.

