

## 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 and have expanded our geographic footprints to Dekalb and Fulton Counties in GA. We, also, have opened first out-of-state branch in Houston, Texas in 2019. In addition, we have loan production offices in New York, Texas, and Colorado. With this rapid growth, we are looking for new talents in following area(s):

**Mortgage Loan Servicing Specialist**

in **Mortgage Lending Department**

**Location : HQ, Duluth, GA**

### [Job Overview]

Key position to provide all administrative and customer service support that ensures better functioning of the loan department.

The responsibilities of a mortgage loan specialist cater to documenting, closing, disbursing and servicing of closed mortgage loans. They need to communicate with the clients, customers, outside agencies, etc., in order to gather all important information, research for the underlying problems and respond promptly to the inquiries.

The most essential function is to maintain professional healthy relationship with the existing clients on whom the business is dependent to a great extent.

### [Requirements/Qualifications]

- Working knowledge of financial institution regulations and policies.
- Basic PC and Microsoft Office skills.
- Effective written, verbal, and organizational skills.
- Customer service skills

Must be fluent in English and bi-lingual in Chinese/English or Korean/English is strongly 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.

