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## 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:

**Loan Closing Assistant**

in **Loan Servicing Department**

**Headquarter Office - Duluth, GA**

### **[Job Overview]**

This position is to assist Senior Closing Officer in preparing of all loan documentation and completing assigned loan closings and post-closing follow-ups in accordance with the terms and conditions of the loan approval. This position will need to prepare required loan closing and collateral documents within Bank's approved software system, coordinate and communicate effectively with parties involved in the transaction.

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

- High school diploma or equivalent
- 1-2 years' experience in banking preferred
- Intermediate computer proficiency
- Ability to learn bank specific software
- Must be fluent in English
- Bi-lingual in Korean and English is preferred

**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.

