



www.promiseone.bank

Career Opportunity

PromiseOne Bank is a leading community bank dedicated to providing high-quality financial services to diverse communities. As a locally focused commercial bank, we offer a comprehensive range of products and services tailored to meet our customers' needs, including small business loans, commercial loans, mortgage loans, and a full suite of deposit products. Through our customer-centered approach, we help individuals and businesses achieve financial success while actively contributing to the economic growth of our communities. Founded with our main branch in Gwinnett County, Georgia, we have continued to expand our presence with additional full-service locations across Georgia, New York, Texas, and Virginia. We also operate loan production offices (LPOs) in Pennsylvania, along with a business loan center in New York. As we continue our rapid growth, we are seeking talented individuals who share our passion, commitment, and drive to grow and succeed with us.

Loan Servicing Specialist

in **Loan Servicing Department**

Headquarter Office - Duluth, GA

[Job Overview]

This position will be a client servicing and administrative role in support of the bank's commercial lending business, which is comprised of commercial real estate, commercial & industrial, and SBA 7(a) program loans. Servicing job responsibilities revolve around processing transactions in the bank's core loan accounting system and handling customer inquiries/requests. Administrative duties include loan file maintenance, data/record reconciliations, report preparation, and other functions required by management.

[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

We offer Competitive Compensation and Excellent Benefit package
Medical, Dental, Vision, & Life Insurance / Paid Vacation and Sick Leaves / 401(k)

If you are interested in working with us, please email your resume* to 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.

