



## ABOUT US

At Golden Valley Bank, we pride ourselves on delivering an experience unlike any other. Take our commitment to customers, staff and community—the foundation of true community banking. It's our passion to help businesses grow, help make dreams a reality and better our local economy. We believe this passion for our community starts with our employees. Encouraging our staff to be involved in the organizations and non-profits who strive to make a difference allows them to connect, engage and better understand community needs. The power of community starts at home with our Golden Valley Bank family.

Learn more on our website at [www.goldenvalley.bank](http://www.goldenvalley.bank)

## TO APPLY

Submit a cover letter and resume on our website's career page at [www.goldenvalley.bank/careers](http://www.goldenvalley.bank/careers) or email them to Terri Morris at [tmorris@goldenvalley.bank](mailto:tmorris@goldenvalley.bank).

*Equal Opportunity Employer*

## OUR CORE VALUES

- ✓ **Absolutely Outstanding Customer Service**
- ✓ **Development and Retention of Knowledge**
- ✓ **Empowerment**
- ✓ **Unparalleled Community Leadership**
- ✓ **The Highest of Corporate Standards**

## JOB ANNOUNCEMENT

# Loan Document Specialist

Golden Valley Bank is currently seeking to fill an opening in our Credit Support Department. We are looking for an energetic driven individual who exhibits exceptional attention to detail, communication, and interpersonal skills which can be applied in a **Loan Document Specialist** position within the Bank. Our ultimate candidate is motivated by their commitment of providing Absolutely Outstanding Customer Service (AOCS) and helping us achieve our goal of being the Best Bank in Town.

The Loan Document Specialist should be very organized, detail oriented and demonstrate an ability to work well in both a collaborative environment and independently. We expect applicants to have the ability to produce loan documents, enabling borrowers and lenders to complete the loan process.

The ideal candidate would be willing, and have the ability, to grow in this position. Experience in Community Banking, Mortgage, or at a Title Company is a plus. Qualified candidate will have:

- A commitment to the vision, mission, and core values of Golden Valley Bank.
- Awareness that you can have a positive influence and make a difference with our customers as well as in the community.
- LaserPro experience preferred.
- Strong analytical ability with active listening skills.
- Experience with meeting deadlines.
- Ability to work accurately with close attention to detail.
- Desire to work closely with customers and colleagues.
- Desire to take on increasing levels of responsibility and grow within the organization.

Possess the following qualities:

- Strong interpersonal skills.
- Willingness to adapt to changing business needs and deadlines.
- Professional integrity with the ability to maintain confidentiality of sensitive information.
- Strong sense of responsibility and accountability.
- Ability to study and apply new information.

Additional information regarding this position is available upon request, including, a Job Description and details of our excellent benefits programs.

The hiring range for this opportunity is \$20.82 per hour to \$31.23 per hour, based on experience.

If you value your community, providing Absolutely Outstanding Customer Service, the opportunity for professional growth, and believe you possess the commitment, personality, and skills to become part of the Best Bank in Town, we would like to have you apply today!