



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

TO APPLY

Submit a cover letter and resume on our website's career page at www.goldenvalley.bank/careers or email them to Terri Morris at 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

Senior Loan Document Specialist

Golden Valley Bank is currently seeking to fill an opening in our Credit Support Department. We are looking for a dynamic and motivated individual who exhibits exceptional attention to detail, communication, and interpersonal skills which can be applied in a **Senior 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 Senior Loan Document Specialist should be a very organized leader with strong attention to detail and an ability to work well in both a collaborative environment and independently. Candidates must have the aptitude to perform various technical and accounting functions related to loan activity, as well as 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, with loan operations preferred. 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.
- Knowledge of boarding and funding loans accurately.
- Experience with overseeing daily workload of a team.
- Ability to work accurately with close attention to detail.
- Desire to work closely with customers and colleagues.

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 \$25.19 per hour to \$37.79 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!