

IH Credit Union has one full-time Loan Specialist position available. The position is currently located at 1464 North Fairfield Road, Beavercreek, Ohio office with availability of moving to various IHCU branches as needed. The duties could consist of, but are not limited to the following functions:

- Loan processing, including all loan duties. Assures timely funding.
- Meet with members and gather pertinent information for loan applications to determine feasibility of loans for approval by management.
- Compile loan package for direct loans and review loan structure with members, including financed amounts, fees, payment amount, payment options, and other credit union terms prior to funding.
- Review loan packages for direct and indirect loans to ensure stipulations have been met and that underwriting guidelines and all documentation are in compliance with policies and procedures prior to funding.
- Track direct vehicle loans until titles are received.
- Promote and cross-sell other credit union products and services as well as available insurance products for loans.
- Perform new account duties for personal as well as business accounts. This includes Savings, Checking, Certificates of Deposit, Debit/ATM card processing, online banking and e-statement setup and any other duties associated with new accounts.
- Open IRA accounts and process IRA transfers and withdrawals.
- Cover & back up teller line and teller duties as staffing requires.
- E-Oscar credit bureau disputes.
- Candidate will possess excellent customer service/retail skills, strong organizations skills and attention to detail, and a professional demeanor.
- Perform vault balancing, if needed.
- Promote a positive, friendly, and welcoming environment for members.
- Perform other clerical/office duties as assigned by management.

ANY OTHER OFFICE DUTIES AS ASSIGNED INCLUDING, BUT NOT LIMITED TO BACKING UP OTHER CREDIT UNION EMPLOYEES.