



Evergreen Credit Union, one of Maine's largest credit unions with over \$600 million in assets, is looking for a **Commercial Loan Assistant** to join their busy Commercial Lending Team in Westbrook, which manages a \$134 million loan portfolio. The Commercial Loan Assistant is an integral position on the team that provides support for our members and Commercial Loan Officers.

Duties Include:

- Collaborate with the lending and operations teams to gather financial information, provide status updates and resolve deficiencies.
- Maintain commercial department data including organization, filing and naming conventions, as well as updates within the LOS (Abrigo/Sageworks) and other commercial loan software platforms.
- Prepare loan documentation using LaserPro, as well as review attorney-prepared documents. Ensure accuracy and completeness of closing packages.
- Coordinate, order and review, as applicable, required items for loan closings including credit reports, flood certifications, payoff information, real estate valuations, asset valuations, UCC searches, insurance binders and real estate tax status. File and release liens as needed.
- Prioritize daily workflow and communicate effectively with internal stakeholders to ensure timely processing.
- Respond to member inquiries, research discrepancies and resolve service-related issues while providing the credit union's expected standard of world-class service.
- Assist with loan closings and post-closing updates ensuring documentation accuracy and proper lien perfection on collateral.
- Scan and process financial information and loan documents into imaging systems for active, declined or withdrawn loans.
- Book loans to the core system and ensure accurate data entry across all platforms.
- Support lenders in payment collections and overdraft processing/decisioning.
- Assist with internal and external audit preparation.

The successful candidate will have:

- 1-3 years of related experience with commercial loan processing preferred
- Strong knowledge of commercial loan documentation
- Excellent communication and member service skills
- Ability to perform detail-oriented work with a high degree of accuracy
- Ability to use related software and Microsoft Office products
- Ability to manage work independently and balance multiple priorities
- High school diploma or GED

Evergreen Credit Union offers an amazing benefits package including medical, dental, vision, a 401(k) plan with organization match and core funding, short-term and long-term disability, generous PTO, tuition assistance, identity theft protection, and—most importantly—an amazing workplace culture! If you are a hard worker dedicated to providing world-class service and want to be a part of a team that loves where they work, we encourage you to apply! If you are interested, please send your resume to Beverly Frizzell-MacCallum, VP of Human Resources and Engagement, at bmaccallum@egcu.org.

Evergreen Credit Union was founded in 1951 and proudly serves individuals, families and local businesses throughout Cumberland, Oxford, Androscoggin, Sagadahoc, and Lincoln counties. We strive to benefit our members, neighbors, and community organizations by donating our time and resources. We have been successful thanks in large part to the personal, caring service our employees offer. Evergreen aspires to treat our employees as well as they treat our members. We look for employees who are dedicated to hard work, excellent service, and the community. Learn more about our Community Partners on our website at <https://www.egcu.org>.

Evergreen Credit Union is an Equal Opportunity Employer and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including gender identity and gender expression, national origin, citizenship status, age, disability, genetic information or veteran status.

EOE/Minorities/Females/Vet/Disabled