

JOB OPENING

LOAN SERVICING/ NEW LOAN SET-UP REPRESENTATIVE (COMMERCIAL LOANS)

Reporting to the Assistant Vice President of Loan Servicing, Dedham Savings is seeking a Loan Servicing/New Loan Set-Up Representative for the Bank's Commercial Loans. This position entails setting up our Commercial Real Estate Loans, Commercial Construction Loans, and our Commercial and Industrial Loans. Ensuring accuracy of data integrity is a must.

The ideal candidate will possess the following:

- Ability to work in a fast paced, multi tasked environment
- Demonstrated accuracy in working with detailed data
- Familiarity with general lending regulations
- Proficient with Microsoft, spreadsheet, power-point and database applications
- Strong technical skills; Laser Pro and FIS desirable
- Excellent written and verbal communication skills as well as strong interpersonal skills with our customers, co-workers, and management
- Ability to effectively prioritize work projects in order to successfully meet deadlines
- Associate's Degree or related job knowledge skills gained through experience required
- Minimum of 3-5 years' experience working in a loan servicing or banking environment preferred

Please direct any interest to:

jean.tennihan@dedhamsavings.com

Jean Tennihan, SVP/Human Resources

Dedham Savings

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Dedham Savings is an Equal Opportunity, Affirmative Action employer, and applicants for employment are considered without regard to race, color, religion, sex, sexual orientation, age, marital status, national origin, disability, Veteran status, recently separated Veterans, and all other categories covered by law.