



Position: Part Time Officer Manager / Loan Assistant

Are you in financial services or a retail customer service role and looking for something different? Do you want to have greater flexibility over your schedule and are you interested in helping small businesses achieve their goals? If you answered “yes” to these questions, Dakota Business Lending has an opportunity for you. We are looking for a Part Time Office Manager/ Loan Assistant to join our team. This person will provide a high level of administrative support to the Dakota Business Lending team, specifically in keeping the office running smoothly and assisting with day-to-day loan servicing. The person who fills this role will interact with Dakota Business Lending guests, vendors, and team members to keep the office in top shape. This person will also conduct ~~manage~~ key servicing tasks for our existing small business customers. Estimated 15 to 20 hours per week.

Required core competencies:

- Detail-oriented
- Organized
- Dependable
- Ability to multi-task
- Highly responsive
- Fast learner
- Ability to work in a fast-paced environment
- Ability to work independently and problem-solve

While the Officer Manager / Loan Assistant will have responsibilities in a variety of areas, the primary focus will be as follows:

- Communicate, verbally and in writing, with small business clients, guests, and vendors in a timely, professional manner.
- Provide loan servicing support to the Dakota Business Lending.
 - Annual financial and insurance requirements: reminders and tracking
 - Scanning/documenting required servicing items
 - Quarterly and Annual reporting to various agencies
 - Misc. servicing requests and reports as needed.
- Monitor and process servicing requests that come in via email and otherwise.
- Order and procure all needed office supplies. Collect and organize mail.
- Organize in-house meetings and events.
- Assist with administrative tasks.
- Answer phones & manage general office voicemail.
- Greet Visitors.
- Mail letters/packages as needed for general office needs and loan package needs.
- Miscellaneous office upkeep tasks.

The person in this job should have at least a bachelor’s degree in business, finance, accounting, or related field. Experience in commercial lending, Small Business Administration lending, loan processing and in working with the SBA a plus. Please submit resume and any questions by email to Ann Peterson, apeterson@dakotabusinesslending.com.