

Loan Servicing Associate

Reading Co-operative Bank has an immediate opening for a Loan Servicing Associate. Duties include a variety of loan servicing and processing functions relating to the loan servicing of portfolio and secondary market loans.

- Experience in Secondary Market servicing of investor loan pools.
- Administrative tasks and reporting
- Loan related back office duties
- Responds to customer related inquiries
- Utilizes secondary market software

The ideal candidate will have three or more years of loan servicing secondary market experience. Must be detail oriented and demonstrate strong organizational skills and proficient with Word and Excel.

Reading Co-operative Bank offers an excellent benefits package. Salary is commensurate with experience.

If interested e-mail resume to cnimblett@readingcoop.com, fax to 978-988-1957. Visit our website at Readingcoop.com

EOE

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