**Commercial Loan Documentation & Processing**

* Do you have passion and dedication for commercial lending?
* **Do you have 3+ years of preparing commercial loan documentation and closing packages?**
* **We are looking for talented and dedicated people to actively participate in growing the bank and contribute to our continued success.**
* **Conveniently located right off Hwy 45 in West Bend, with free parking**

**Here is what your future team members are saying about why they love coming to work every day at Commerce State Bank . . .**

* Love the people I work with; working alongside others who have the same commitment to customer service that I do
* Great team atmosphere
* Taking care of our clients; We put clients first; Client is number 1
* Career/advancement opportunities
* Being part of a growing business; doing my part to help the business grow

**Key responsibilities**

* Collect required due diligence items and prepare commercial loan documentation
* Ensure loan documents are completed accurately and efficiently, on a timely basis to meet scheduled loan closing deadlines
* Coordinate loan closings
* Set up new loans, processes payments, draw requests, and payoffs
* Disburse loan proceeds
* Maintain loan files and loan systems
* Conduct review of loan packages
* Assist customers and loan officers with questions about existing loans

**Key elements needed to be successful in this role, the ideal candidate:**

* Will be very analytical and technical in nature with attention to detail.
* Will be attentive and responsive to the needs of others, while working individually and as a team.
* Will approach and complete tasks in a logical fashion.
* Will be responsive to change in priorities and deadlines.
* Will be able to process multiple files at one time

For more information about our Bank, please visit our website at www.commercestatebank.com.  
  
Commerce State Bank is an FDIC member and is therefore considered a federal contractor.  All qualified applicants will receive consideration for employment without regard to their race, color, religion, gender, national origin, disability or protected veteran status.  It is requested that priority referrals for protected veterans be sent directly to the bank by the state employment service delivery system for any applicable openings.

We offer an excellent compensation and benefits package that includes health, dental, vision, and company-paid life & disability, plus 401(k) match, paid time off and paid holidays.

**Commerce State Bank - Bank on the power of Unbeatable.**

Commerce State Bank was born out of frustration of how banking got done. We know because we’re bankers and it frustrated us. To succeed in business or in personal finance, you need the best and most trusted resources – an unbeatable blend of experience, speed and the best rates.

Our goal is to offer our clients just that – **the power of unbeatable**.

Commerce State Bank is made up of local people with a world of expertise. These are people from your community who you can trust to work with you to accomplish your goals in your timeframe. We understand the challenges that face local businesses and the concerns of local people because that’s who we are. We currently have locations in West Bend, Cedarburg, Elm Grove, Sheboygan, WI, plus a Saukville, WI Loan Production Office.

Equal Opportunity Employer M/F/Disabled/Vet  
   
Cover letter, salary requirements & resume can be sent to: [hr@commercesb.com](mailto:hr@commercesb.com)

