Position: **Assistant Loan Officer**
Location: Full-Time (Monday-Friday 8:00 AM to 5:00 PM) in our Fargo Office

Dakota Business Lending has an opportunity for you. We are looking to grow our team. The role of **Assistant Loan Officer** will provide administrative and customer support to Business Development Officers and Loan Officers, primarily focused on assisting with the loan application process, gathering documentation, and communicating with clients. They manage tasks like reviewing paperwork, ensuring it is complete, providing updates to borrowers, and preparing loan packages. The position requires an energetic individual who provides superior customer support to Dakota Business Lending's small business clients and banking partners. This position reports directly to the Vice President of Loan Operations.

Required Core competencies:

- Meticulous
- Organized
- Dependable
- Ability to multi-task
- Initiative-taking
- Strong work ethic & confidentiality
- Highly responsive
- Adaptive person
- Ability to work independently.
- Ability to work in a demanding environment.

While the position will have a variety of responsibilities the primary focus will be as follows:

- **Community Impact Lending Assistance:** Help with processing, closing, and servicing the Community Impact loan portfolio. Assist with file preparation, work in the loan management system, prepare closing documents, establish ticklers, and monitor the routine servicing requirements for the portfolio.

- **Loan assistance:** Assist with the SBA 504 projects in the collection of application items. Assisting with the preparation of loan applications, ensuring they are complete and accurate. Assist with processing and assist as needed to support the lending function. Coordinate with staff, lenders, and applicants and respond in a timely manner.

- **Communication:** Communicate professionally with the lenders and borrowers. Answering client questions about the loan process, providing updates on loan status, and resolving issues. Prepare correspondence, providing clear and responsive communication with customers and co-workers.

- **Loan Management Systems:** Entering loan application data into relevant systems, maintaining customer records, and generating reports. Help to ensure that loan applications and processes comply with relevant regulations.

- **Other duties:** Assist in other areas as needed for the organization including but not limited to working with all loan programs such as SBA, USDA Rural Development, and a variety of Impact Lending programs. Duties could include closing and loan servicing assistance.

Qualifications:

- **Education**: Post-secondary education in business administration, finance, accounting, or related undergraduate degree preferred,
- **Experience**: One to three years of lending or finance-related work experience. Familiarity with commercial and small business lending is desired.
- **Skills**:
- Strong proficiency with office software (e.g., Microsoft Office Suite).
- Exceptional organizational and time management skills
- Ability to manage multiple priorities simultaneously.
- Collaborator
- Excellent verbal and written communication skills
- Important levels of professionalism, discretion, and confidentiality.

Our team values collaboration, ability to communicate professionally, desire to succeed, and passion for our mission so these attributes are key. We embrace having fun at work, enjoying the work we do, flexibility and having a positive impact on the success of small businesses in North Dakota, Montana, and Minnesota. We offer a caring, collaborative culture, casual/business casual dress code, top-notch benefits package, and competitive salary with excellent benefits. Please submit resume and any questions by email to Steve Dusek sdusek@dakotabusinesslending.com. *Dakota Business Lending is an equal opportunity provider, employer, and lender.* Effective May 22, 2025.