

BANK TELLERS

Full-Time Tellers throughout Anne Arundel Co. Applicants must have cash handling experience, professional appearance & good customer service skills. Previous Teller experience is a plus!

FACILITIES MAINTENANCE SPECIALIST

This position provides general maintenance and some grounds keeping for all 6 of our Bank locations in Anne Arundel County assuring that all areas are well maintained and give a professional, clean appearance. Performs such duties as preventive maintenance, scheduling on-going and contracted maintenance of all mechanical equipment; general in-house repairs; coordination with other trades to make more extensive repairs including mechanical, electrical, HVAC, plumbing and construction. Makes recommendations to supervisor when outside contractor assistance is needed; obtains bids/proposals from contractors for approved projects and contract renewals. Maintains inventory of cleaning/maintenance supplies and distributes to locations where needed.

MINIMUM QUALIFICATIONS:

- High School diploma or GED;
- Three (3) to five (5) years of applicable experience;
- Must possess valid driver's license and the ability to operate a motor vehicle;
- Excellent communication and time management skills;
- Attention to detail, able to multi-task,
- Ability to function in an environment where working conditions vary (i.e., from noise exposure, dust, heat, snow, ice);
- Extensive bending, stooping and walking required;
- Must be able to lift up to 60 lbs.; and
- Ability to utilize standard office equipment (i.e., copy machine, telephone, postage meter, computer and printer).

MORTGAGE LOAN OFFICER

This individual is responsible for originating residential mortgage applications by telephone, fax, email, through Online Banking or sent via the Internet. Will provide the highest quality professional service to loan applicants, offering information on all types of loans, interest rates, collateral requirements, terms and all other products and services offered by Arundel Federal. Completes verification of income, employment, assets, down payments, debts, and property values. Ensures all applications are complete, including preparation and issuance of required disclosures, etc. Ensures loan is uploaded properly into core system (Encompass). May perform other consumer lending, processing, and administrative duties as assigned.

Minimum qualifications:

- High School diploma or GED;
- Three (3) to five (5) years of applicable experience;
- Must be detail-oriented, organized and willing to learn all policies and procedures, of products and services available through Arundel Federal and can communicate them using clear and correct grammar and written skills that are easily understood.
- Cross-sells all products and services we offer and attempts to capture loans from other financial institutions where possible.
- In addition to having current knowledge of loan funding and documentation procedures, must be able to handle multiple tasks at the same time.
- Must have strong computer skills and proficiency with lending industry software and terminology; Encompass experience a plus.
- Is able to compute payment schedules.
- Stay abreast of new types of loans and other financial services and products in order to better meet the needs of each applicant.
- Verify quality and accuracy of loan documents. Ensures proper loan documents are being used.
- Must be able to lift up to 25 lbs.; and
- Ability to utilize standard office equipment (i.e., copy machine, telephone, postage meter, computer and printer).

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