

Lending Support Specialist

Wausau, WI 54403

Pay: \$18.00 – \$20.00 per hour

Job Type: Full-time

Work Setting: In-Person

Full job description

At Cloverbelt Credit Union (CCU), **Our People Make the Difference.** As a growing, community-focused financial institution, we pride ourselves on delivering exceptional services to our members- because **Where You Bank Does Make a Difference.**

We're looking for a detail-oriented and organized **Lending Support Specialist** to join our team! You'll support the consumer lending process from start to finish. This role works closely with lenders, dealers, and members to keep the consumer process moving smoothly and efficiently.

What You'll Do:

- This position plays an important role in keeping our consumer lending department operating smoothly.
- This position will be responsible for all loan processing functions relative to consumer lending. This includes preparing, processing, maintaining, and reviewing consumer loans, files and support documentation
- Our members and dealers need a friendly, helpful person to answer their questions, handle paperwork, and do follow-up
- Help ensure a seamless consumer experience and contribute to a collaborative, team focused environment

What We're Looking For:

- Strong attention to detail and organizational skills
- Excellent communication and member service abilities
- Ability to manage multiple tasks and meet deadlines
- Prior experience in loan processing or financial services is a plus
- Experience with Microsoft Office and Adobe
- Positive attitude and a commitment to delivering great service

Why Join CCU?

- Supportive and community-driven workplace culture
- Work-life balance with some flexibility in schedule
- Comprehensive benefits package including:
 - 401(k) with employer match
 - Health, dental, and vision insurance
 - Flexible spending account
 - Disability and Life Insurance
 - Paid time off
 - Ongoing training and career development opportunities

Join a team where **Our People Make a Difference** and where your work will too. Apply today by submitting your resume. We look forward to hearing from you!