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Farm Credit Hiring Customer Service Representative

OCTOBER 20TH 2021 BY DEE LOFLIN

Farm Credit Hiring Customer Service Representative

Dexter, MO - Farm Credit Southeast Missouri is seeking a Customer Service Representative for the Dexter office.

Experience Level: Entry Level (1-4 years)

Supervisor's Title: Branch Manager

Employment Type: Full-Time

Salary Range: Dependent on Experience

Closing Date: 11/01/2021

Job Description: To begin employment in January 2022 and work alongside the current Customer Service Representative who is retiring in July 2022 to learn the responsibilities of the position.

Responsibilities: Serve as receptionist and handle all clerical duties of the branch office including but not limited to: preparation of loan documents, issuance of disbursement checks and payment receipts, data entry of all loan accounting transactions and preparation of supporting documents. Provide keying, record keeping and other support to the Risk Management activities of the branch. Subject to individual ability and the needs of the branch office, learn and apply skills relating to entering balance sheets and tax returns in the association's loan underwriting analysis tool, as well as other credit analysis types of support activities.

Requirements: Must be very customer service oriented and have a positive work attitude. A strong working knowledge of Microsoft Office, as well as secretarial and telephone communication skills, are necessary. Preference given to individual with financial institution experience in UCC's and mortgage and note related documentation. A farm background would also be advantageous. Two years or more of college or a BA in Business, Finance or Ag is very desirable, but not required.

Farm Credit Southeast Missouri is the area's premier agricultural lending cooperative and part of the national Farm Credit System. Headquartered in Sikeston, Missouri, we serve farmers, agribusinesses, and rural residents in the 12 counties of Southeast Missouri through 7 branch offices and a central office. Farm Credit Southeast Missouri provides financial services to the agriculture industry through operating, equipment, farm real estate, and rural home loans as well as crop and life insurance. We are dedicated to agriculture and rural America and pride ourselves on our commitment to our customers and employees.

Farm Credit Southeast Missouri offers a great work environment with competitive compensation packages. EEO/AA/M/F/Veterans/Disability

To apply: Qualified candidates should email resume and cover letter with salary expectations to: **HR@FarmCreditSEMO.com**

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