



Position Title	Commercial Lending Assistant
Department / Location	Austin
Salary	Commensurate with Experience
FLSA Status	Non-Exempt
Posting Date	03/07/2025

JOIN R BANK AS A COMMERCIAL LENDING ASSISTANT – WHERE RELATIONSHIPS MATTER!

At R Bank, we believe banking is about more than just transactions - it's about people, relationships, and community. We're looking for a **Commercial Lending Assistant** who is detail-oriented, proactive, and passionate about providing top-tier support to our lending team and customers. If you thrive in a fast-paced environment, enjoy problem-solving, and want to be part of a bank that values integrity and service, this is the role for you!

WHAT YOU'LL DO:

- Be the go-to support for our Commercial Lenders, assisting with loan applications, customer inquiries, and ensuring smooth processing.
- Review loan packages, making sure everything from entity documentation to appraisals is in order.
- Coordinate loan closings with attorneys, title companies, and borrowers to keep the process seamless.
- Track and monitor collateral, insurance, and loan exceptions - keeping everything organized and up to date.
- Order reports like flood determinations, UCC searches, and appraisals to support lending decisions.
- Provide exceptional customer service, answering questions and assisting with loan payoff quotes and routine requests.
- Stay on top of regulatory compliance, ensuring that all loan-related documentation meets R Bank's high standards.
- Assist lenders with past-due calls and loan advances, keeping accounts on track.
- Process loan payments, transfers, and outgoing wire transfers with accuracy.
- Keep the lending process moving by scanning, indexing, and tracking loan documents.

WHAT YOU BRING TO THE TEAM:

- At least 5 years of experience in commercial lending, including processing and closing loans.
- A high school diploma (or equivalent) and banking operations experience is a plus!
- A strong sense of organization and attention to detail (you're the kind of person who never misses a step).
- Excellent communication and problem-solving skills - you know how to keep things running smoothly.
- A proactive, team-first attitude with the ability to work independently when needed.
- A knack for handling sensitive information with professionalism and discretion.
- Proficiency with computers, including Microsoft Office and loan origination software.
- Bonus: If you speak Spanish, that's a plus!

WHY YOU'LL LOVE WORKING FOR R BANK:

We're a locally owned bank that puts relationships first. We invest in our employees, celebrate their successes, and provide opportunities to grow. At R Bank, you're not just another team member - you're part of a community that values your contributions and supports your career goals.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WHAT BENEFITS WILL YOU RECEIVE?

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, EAP, and R Best Foot Forward Program. You can learn more about R Bank and our services at <https://www.r.bank>.

APPLY:

If you meet all of the minimum qualifications for this position and would like to apply, please upload your updated resume via <https://www.r.bank/career-opportunities/>.

R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status, or disability.