

## **Loan Processing Technicians**

*South Central Planning & Development Commission* is seeking Loan Processing Technicians. The Technician's main responsibilities will be to assist with reviewing loan applications to begin the process of eligibility assessments and assisting with ensuring loan compliance requirements are met. The individuals will be responsible for, but not limited to, gathering & reviewing documentation from loan applicants, as well as physical & electronic file maintenance related to pending, active and closed business loans. As part of loan compliance duties, this position may be required to do on site inventory inspections related to items purchased with loan funds. The individuals should possess a minimum of a high school diploma and have 2 years' similar work experience. They must also possess a valid driver's license and clean driving record. The ideal candidate should be proficient in Microsoft Office (specifically Excel and Word). These are full-time, hourly positions with permanent status and fringe benefits. Starting pay will be approximately \$15.60 - \$20.00 an hour depending on experience. Benefits include health/dental/vision/life insurance, retirement, paid holidays, vacation & sick leave. SCPDC is an EOE/ AAE

Resumes will be accepted until all positions are filled. Send resume to: SCPDC Loan Technician  
PO Box 1870, Gray, LA 70359 or email to: [employment@scpdc.org](mailto:employment@scpdc.org)