



**Position:** Loan Secretary  
**Location:** Mockingbird Office in Sulphur Springs  
**Hours:** 8am to 5pm, Monday- Friday

**Job Requirements/Skills/Qualifications:**

- Perform a variety of secretarial duties from loan application to closing of customer loans
- Loan documentation follow up
- Legal document creation and tracking
- Meet crucial deadlines
- Proficient with computer skills including Microsoft Word, Excel and Outlook
- Strong written and verbal communication skills
- Strong organizational skills
- Ability to work as part of a team
- Demonstrate initiative and commitment to continuous learning and the ability to adapt to change
- Experience in loan processing preferred but not required

***Qualified applicants may submit a resume to Human Resources by email to [HR@bankatcnb.com](mailto:HR@bankatcnb.com) or fax to 903-439-3677***

***City National Bank is an Equal Opportunity Employer***