

South Louisiana Bank
Loan Ops Specialist - Insurance

1362 W. Tunnel Blvd., Houma, LA (985) 851-3434

Hours: Monday – Friday 8:00am – 5:00pm

Essential duties:

- Ensure loans have proper amount of initial flood insurance coverage prior to closing.
- Request, verify, and monitor hazard and flood insurance on all collateral through life of loan.
- Send and receive insurance policies with participating Banks, when needed.
- Force place insurance policies if coverage is not provided or inadequate.
- Handle paying all escrow disbursements for flood, hazard, and property taxes.
- Maintain all insurance reports.
- Cross train with other members of the Loan Operations Departments.
- Cross train on the set up and maintenance of CSI's collateral valuation system.
- Perform any additional duties as directed by the department supervisor.

Qualifications:

- Bachelor's or Associate's Degree in Business or related major preferred.
- Extensive computer experience with knowledge of Windows, Microsoft Office, and Adobe.
- Self-starter, quick learner, and possess ability to work with minimal supervision.
- Prior banking experience preferred, particularly in loan administration or lending.
- Knowledge of insurance industry preferred.

Requirements:

While performing duties the employee is required to sit, stand, stoop, lift up to 20 pounds, communicate effectively with others, and may be required to work evenings and/or weekends, attend remote meetings/trainings and/or travel.

In the performance of respective task and duties, the employee is expected to conform to the following:

- Successfully perform quality work within deadlines with or without supervision.
- Interact professionally with other employees, customers, and contacts.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

This job description in no way should be construed as a contract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to the job at any time.

South Louisiana Bank is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.