

Due Diligence Coordinator

JOB SUMMARY

AgAmerica is seeking a Due Diligence Coordinator to join our fast-paced growing team. This individual will report to the Sr. Director of Operations. This person will become a key member of the Production Team and will be responsible for providing accurate data throughout the loan process and ensuring our systems of record are kept up to date to easily communicate an accurate status of current pipeline. This individual will be a detail-oriented self-starter with strong communication and interpersonal skills. The ideal candidate will have a pleasant demeanor, adapt with changing business needs and have a solution-oriented mindset.

JOB DETAILS

- Hire Date: ASAP
- Position Type: Full-time
- Compensation: Competitive salary and benefits package, bonus opportunity

JOB RESPONSIBILITIES

- Organize and keep track of outstanding items through the loan process
- Utilize databases, software, and tracking tools with accuracy
- Take part in training and other learning opportunities to expand knowledge of company and position
- Recognize opportunities to provide unforgettable service
- All other duties as assigned

REQUIRED QUALIFICATIONS

- Bachelor's degree in business, communications, agriculture, or related field
- Knowledge of Microsoft Office, Excel and Salesforce preferred
- Strong written and oral communication skills
- Strong interpersonal skills and an ability to build rapport with clients and internal team members

CORE COMPETENCIES

- Self-starter with ability to meet tight deadlines
- Capable of working in a fast-paced, team environment
- Outgoing, friendly, compassionate personality
- Strong attention to detail
- Ability to multitask
- Enhanced active listening skills
- Flexibility to adapt to an environment of rapid, constant change

AGAMERICA MISSION

- To know the farmer.
- To counsel the farmer.
- To provide a financial structure that allows the farmer to thrive in good times and to sleep well during tough times.
- To celebrate the critical role of the farmer in America, and to champion all that the American farmer represents in a changing world.

AgAmerica Lending
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EOE

This job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or be assigned at any time.