

South Eastern Council of Governments (SECOG)/Dakota BUSINESS Finance (DBF)

Title:

Loan Assistant

Hiring Range:

\$17.05-23.07 per hour plus benefits

Job Description:

Primarily responsible for the administrative support of the staff of SECOG, the SBA 504 loan program and the South Eastern Development Foundation's regional revolving loan fund. Examples of duties include, but are not limited to: preparing loan application packages, completing environmental site visits, assisting with servicing loan portfolios and closings, analyzing complex companies and industries, preparing marketing materials, providing general office support, answering incoming calls, mail distribution, flow of correspondence, photocopying and other material reproduction, requisition of supplies, online research, coordination of meetings and preparation of meeting minutes, and keeping the general office area clean and organized.

Applicants should have a strong computer background, the ability to handle a wide variety of tasks simultaneously, and good written and verbal communications skills. Applicants must be well organized and able to work with minimal supervision. Applicants must be able to multi-task in a fast-paced environment. A high degree of confidentiality is required.

Status:

Fulltime

Minimum Qualifications:

Associates degree in business, accounting, finance or other related field and 1+ years of experience working in a busy professional office environment; or any such combination of education, experience, and training as may be acceptable to the hiring authority. Possession of a valid driver's license is required.

Deadline:

Send resume, cover letter, salary history (verified), and professional references in confidence to:

Lynne Keller Forbes, Executive Director
South Eastern Council of Governments
Dakota BUSINESS Finance
South Eastern Development Foundation
500 N. Western Ave, Suite 100
Sioux Falls, SD 57104

Or e-mail resume, cover letter, salary history, and professional references to: lynne@secog.org.
Review of resumes will begin immediately.

Complete Job Description:

Visit our website (www.secog.org) or (www.dakotabusinessfinance.com) for the full job description or to obtain further information about SECOG, the South Eastern Development Foundation and Dakota BUSINESS Finance.

SECOG is an equal opportunity employer. Employment offers will be subject to SECOG's pre-employment screening which includes, but is not limited to, the following: references check, education verification, Federal background check, sex offender list, and driving record.