

For 100 years, **Amalgamated Bank of Chicago** has fostered deep ties to our customers and our community, serving the banking needs of countless businesses, organizations, institutions, and individuals, many for multiple generations. These relationships are based on profound trust, in-depth understanding and highly personal and responsive service provided by our experienced bankers.

We take tremendous pride in being a great place to work! We value the contributions our employees bring to the table every day. We work hard to nurture and maintain a mutually respectful, diverse culture that fosters teamwork and a commitment to exceptional customer service.

Amalgamated Bank of Chicago is hiring a **Commercial Loan Associate**. This position is responsible for providing support in various operational and administrative functions for our commercial lending department.

RESPONSIBILITIES:

- Prepare reports, statements, and other documentation requested by customer and management.
- Assist Commercial lenders and Credit analyst in gathering due diligence: documentation request, customer request, and generating reports for projects as needed. Obtain and keep organized all required information necessary for loan preparation.
- Follow up on outstanding documentation needed for closing.
- Quality Control check loans to ensure loan documents match credit authority and approval.
- Assist in reviewing and analyzing customer financial statements, tax returns, and loan documents.
- Attend Loan related meetings and discussions.
- Support Commercial Lending Team as contact person by providing high level customer support for internal and external clients.
- Generate documentation for new accounts and Treasury Management products.
- Performs other related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

- High school diploma (required)
- Minimum of 2 years' experience in commercial loan processing, servicing, documentation, or related field.
- Capable of writing and reading in a second language
- Minimum 2 years' experience in administrative service
- Microsoft 365 Experience (Strong Knowledge in Excel)

BENEFITS:

- Competitive compensation package
- Full health insurance (medical, dental and vision),
- 401(k)
- Life insurance
- Education Assistance
- Paid Vacation Days
- Employee Assistance Program
- Open-door work environment
- Opportunities for advancement
- Community Service Opportunities

We are an equal opportunity employer and value diversity, equity, and inclusion at our company. We do not discriminate based on any protected category. We will ensure that individuals with disabilities are provided

reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.