



The Honesdale National Bank

800-HNB-9515 • www.hnbbank.bank

Member FDIC

Position: Loan Operations Supervisor

Function: Responsible for directly supervising the loan processing function to ensure steady work flow and to meet established deadlines; includes the direct supervision of clerks and related personnel assigned to the department; duties may include training and formulating work schedules; must be a working supervisor performing routing tasks.

Education: B.A. degree in Accounting or Business Administration is preferred or a high school diploma with related experience.

Experience: Minimum of five (5) years prior banking experience preferred.

Skills: Good keyboarding and PC skills, proficient in Microsoft Office products, and highly effective communication skills. Must be accurate and detail oriented, strong managerial abilities, have advanced troubleshooting and multi-tasking.

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The Honesdale National Bank is an equal opportunity employer of women, minorities, protected veterans and individuals with disabilities.

[EEO is the law.](#)