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| <b>Job Title</b>           | Lead Loan Officer   |
| <b>Short Description</b>   | <p>Position Summary</p> <p>Responsible for performing a variety of member transactions, opening new accounts and originating consumer loans in an accurate, timely and confidential manner while providing exceptional member service. Utilize more advanced needs-based sales skills to insure member satisfaction. Generate new business from existing and potential members.</p>   |
| <b>Full Description</b>    | <p>Essential Duties and Responsibilities</p> <p>Responsible and accountable for performing all MRA II functions with an emphasis on loan origination and new accounts. Accountable for originating consumer loans to include but not be limited to: conducting consumer loan application interviews, completing consumer loan applications, reviewing credit reports, submitting consumer loan recommendations for approval/denial, and facilitating consumer loan closings. Actively cross-sell and match credit union products and services to fit the Member's financial needs. Generate new business from existing and potential members to include but not be limited to: member profiling or participating in community events. Offer ancillary products to include but not be limited to: Credit Life and Disability, GAP and MBI. Follow through on all member inquiries and requests. Responsible for completing daily, weekly, or monthly production reports to include but not be limited to: number of accounts opened and closed, approved and funded loans, URA's, ancillary products sold and loan reports, CTR or SAR documentation. Maintain the safety of the branch by adhering to established safety guidelines; assist and follow established branch opening and closing procedures; adhere to member verification procedures. Perform nightly sweeps to verify all member information is secure and office alarm testing. Utilizing dual control at all times. Accountable for control and security of cash, negotiable instruments, member information, and branch equipment. Accountable for complying with and following all credit union policies, procedures and government regulations.</p> |
| <b>Education</b>           | * High school diploma or education degree (GED) required  |
| <b>Additional Comments</b> | <p>Education, Skills, and Abilities Required</p> <p>Required 3 years loan origination experience with another financial institution or be employed by OFCU for a minimum of 2 years. Must have knowledge of ancillary products such as GAP, MBI, and CLDI. Understanding and knowledge of branch operations functions. Expertise with more complex credit union products and services. Maintain thorough knowledge of credit union products and services and in depth knowledge of loan products. Must be bondable. To perform this job successfully, an individual must be able to</p>   |

perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| <b>Credit Union</b>    | Orlando Credit Union          |
| <b>State</b>           | Florida                       |
| <b>Contact Name</b>    | Misty Lizarralde              |
| <b>Email</b>           | Mistyl@orlandocreditunion.org |
| <b>Phone</b>           | 407-835-3500                  |
| <b>Fax</b>             |                               |
| <b>Expiration Date</b> | 01/31/2022                    |