

# Personal assistant needed (san jose east)



Location **California**  
<https://www.genclassifieds.com/x-731246-z>

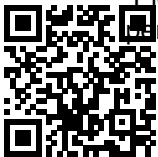
## Responsibility

- . Sets up and processes documents and files for loan package completion to meet lending specifications.
- . Ensures correct combination of documents will be prepared/received for each transaction to secure legal interests of the company.
- . Reviews and monitors loan documents for accuracy, completeness and adherence to approval conditions.
- . Resolves a variety of customer problems/issues regarding products and services.
- . Monitors existing loans to ensure complete conformity with terms.
- . Follows up with customer to obtain all necessary information and clarification on financial analysis materials and resources.
- . May negotiate loan-signing dates with customers and loan officers.
- . Provides customer service, administrative support and inter/intra office communication support for the branch.

## And you are:

- In college around San Jose
- Extremely organized, can handle a fast-paced work environment with calming ease
- Available in San Jose, with a car, 20 hours per week
- Well written/spoken, professional
- Enjoy working and having fun, perhaps have some sort of customer service or retail experience
- Are completely trustworthy, have plenty of references
- Able to pass a full background check
- Bilingual Vietnamese English , Spanish English or Mandarin-Chinese English

Please email me a LinkedIn resume and 2-3 sentences about you (including Facebook, Twitter, Instagram will help your chances as they will give me sense of your



Personal assistant needed  
(san jose east)



Personal assistant needed  
(san jose east)



Personal assistant needed  
(san jose east)



Personal assistant needed  
(san jose east)



Personal assistant needed  
(san jose east)



Personal assistant needed  
(san jose east)



Personal assistant needed  
(san jose east)



Personal assistant needed  
(san jose east)



Personal assistant needed  
(san jose east)



Personal assistant needed  
(san jose east)

Personal assistant needed  
(san jose east)

Personal assistant needed  
(san jose east)