

# Personal assistant needed (san jose east)



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

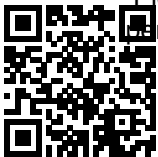
### Responsibility

- . 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 person)



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