

## **Position Title**

### **Administrative & Loan Assistant (Part-Time)**

#### **Position Summary**

The Administrative & Loan Assistant is a part-time, in-office position supporting Montana West Economic Development's lending programs and daily office operations. This role provides critical administrative support to the loan team while helping ensure the office runs smoothly and efficiently.

This position will work approximately 20–30 hours per week to start, with the potential to grow into a full-time role over time. The primary emphasis is on loan program support and document management, followed by general office administration and limited front desk coverage.

This position reports jointly to the CEO and Director of Lending.

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#### **Core Responsibilities**

##### **Loan Program Support (Primary Focus – ~60%)**

- Assist with loan file setup, organization, and ongoing maintenance
  - Track and follow up on required borrower documentation
  - Ensure documents are received, complete, and properly filed in electronic systems
  - Prepare and organize documentation for loan closings
  - Support filing processes (deeds, UCCs, and other required documentation) and confirm completion
  - Maintain loan file completeness to support compliance, reporting, and audit readiness
  - Assist with post-closing file management and documentation tracking
  - Provide light client communication related to documentation needs and follow-up
  - Coordinate Loan Committee meetings:
    - Prepare agendas
    - Assemble and distribute packets
    - Track attendance
    - Support meeting logistics
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##### **Office & Administrative Support (Secondary Focus – ~30%)**

- Manage conference room scheduling and internal calendar coordination
- Coordinate with and manage office vendors and service providers, including janitorial services, building maintenance, repairs, and other contracted support; assist with scheduling, access, and communication to ensure timely completion of work.
- Process incoming and outgoing mail
- Coordinate bank deposits
- Route incoming invoices and correspondence to appropriate staff
- Order and maintain office supplies
- Assist with board meeting preparation:

- Agenda support
  - Meeting logistics
  - Lunch/catering coordination
  - Minutes documentation
  - Provide general administrative support to staff and programs as needed
  - Support event coordination and special projects
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#### **Front Desk & General Office Support (Limited – ~10%)**

- Provide front desk coverage
  - Greet visitors and direct inquiries appropriately
  - Help maintain a professional and welcoming office environment
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#### **Skills & Qualifications**

- Strong organizational and document management skills
- High attention to detail and accuracy
- Ability to manage multiple priorities and deadlines
- Proficiency in Microsoft Office and general office software
- Ability to learn and effectively use database and loan management systems
- Strong written and verbal communication skills
- Professional demeanor and ability to work with clients and partners
- Ability to maintain strict confidentiality with financial and client information
- Self-starter who can work independently while supporting a team environment

#### **Preferred:**

- Prior administrative experience in a lending, banking, financial services, or related environment
  - Notary Public certification, or willingness to obtain certification within a reasonable timeframe after hire, is a plus.
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#### **Additional Requirements**

- Valid driver's license
  - Ability to be insured and bonded
  - Successful background and financial check
  - Commitment to confidentiality and professionalism
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#### **Position Details**

- **Hours:** 20–30 hours per week, worked during standard business hours with some flexibility
- **Location:** In-office, Kalispell, Montana
- **Growth Potential:** Opportunity for the position to expand into a full-time role based on organizational needs and performance
- **Compensation:** \$25 per hour

#### **Benefits & Employment Terms:**

- Eligible to participate in the organization's Simple IRA retirement plan after a 30-day waiting period, in accordance with plan requirements
- First six (6) months of employment will be considered a probationary period to support onboarding, training, and role alignment

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Montana West Economic Development is an Equal Opportunity Employer. Employment is contingent upon successful completion of background and financial checks and the ability to be insured and bonded.

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### **How to Apply**

Please submit a letter of interest and resume to: [christy@dobusinessinmontana.com](mailto:christy@dobusinessinmontana.com) by 5:00pm on March 6, 2026. Please submit all questions relating to the organization and to the advertised position to the above email address. The job description is posted at [www.dobusinessinmontana.com](http://www.dobusinessinmontana.com).