



JOB POSTING

DATE OF ISSUE: February 21, 2025

POSITION: Compliance and Office Operations Specialist

LOCATION: Little Rock Branch Office

SUPERVISOR: Assistant Controller

MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:

The Compliance and Office Operations Specialist provides administrative support to the central office departments. Maintains and updates company-wide manuals, communication listings, and the corporate calendar. Provides operation support for registration and travel for department offsite meetings. Greets and assists visitors including customers, vendors, board members, mail/postage and technicians. Coordinates mail and package correspondence. Routes incoming calls to appropriate personnel and/or takes complete and accurate messages. Reviews loan file documents and relevant data points in the loan origination and electronic filing system to ensure compliance. Documents findings for review and management action. Conducts regular quality control checks. Assists with internal and external audit requests, as directed. Appropriately protects the confidentiality, security, and integrity of the Association's systems and data and clients' data.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Requires High School Diploma and a valid Driver's License. Requires 5 years of experience in an office environment or an equivalent combination of education and experience sufficient to perform the essential functions of the job. Ability to work and interact effectively with others. Proficient knowledge of computer applications including Word/Excel/PowerPoint/Outlook. Knowledge of office practices, customer service principles and practices.

SEND RESUME OR APPLICATION TO:

Attn: Katie Edmison – COOS/Little Rock
AgHeritage Farm Credit Services
119 E. Third Street, Ste. 200
Little Rock, AR 72201
Job Link: <https://agheritagefcs.bamboohr.com/careers/92>

EEO/AA/M/F/V/D – No Agencies Please