



## Lending & Asset Management Assistant

**NALCAB - The National Association for Latino Community Asset Builders** strengthens the economy by advancing economic mobility for Latino communities. NALCAB is the hub of a national network of more than 120 mission-driven organizations that are anchor institutions in geographically and ethnically diverse Latino communities in 40 states, Washington DC and Puerto Rico. Members of the NALCAB Network invest in their communities by building affordable housing, addressing gentrification, supporting small business growth, and providing financial counseling on issues such as credit building and homeownership. As a grant maker and US Treasury certified CDFI lender, NALCAB supports the work of its member network with capacity building resources, capital and policy advocacy, and access to funding and technical assistance.

### Summary

NALCAB seeks a full-time Lending & Asset Management Assistant with at least 2 years of general office or administrative support experience. Under supervision of the Senior Manager of Lending and Asset Management, this person will perform a variety of administrative and support activities.

### Essential Job Functions, Skills, and Abilities

- Using software to assist with reports and other tasks
- Data Entry of customer and account data from source documents
- Assist with coordinating meetings and events
- Assist with the scheduling and maintaining calendars
- Ability to operate a computer, keyboard, and other basic office equipment
- Ability to establish and maintain cooperative working relationships in a team environment
- Bilingual English/Spanish strongly preferred
- Other duties as assigned

### Qualifications

- Intermediate proficiency using MS office (Outlook, SharePoint, Word, Excel, Teams), experience using Excel strongly preferred
- Understanding of Business Finance
- Attention to detail a must
- Ability to multi-task in a fast-paced environment
- Bookkeeping and Real Estate experience a plus

The ideal candidate will have strong organizational skills, communication skills, and a proven track record of professionalism. Willingness to learn new technologies and software applications is a must.



### **Job/ Application Requirements**

- High school diploma or equivalent.
- Some business college hours
- 2 years general office or administrative support experience
- Successful employment verification
- Satisfactory results from pre-employment background checks

### **Position Type**

Full-time

### **Salary**

\$31,500 - \$38,500 commensurate on experience

### **EEO Category**

Administrative Support

### **Location of Employment**

San Antonio, Texas

### **To Apply**

To respond to this opportunity, please email resume to:

[jobs@nalcab.org](mailto:jobs@nalcab.org)

Please add ***Assistant for Lending & Asset Management*** in the subject line.

NALCAB is an equal opportunity employer.