

MVB - East, Inc, is looking for individuals committed to providing our clients a unique and customized banking experience.

We are currently seeking candidates for the following positions:

- Full Time Mortgage Processor
- Part Time Tellers: 20-30 hours per week. Hours Required: Close Branch at 6 PM M-F and work Saturdays 8AM-NOON at our Charles Town and Martinsburg Offices. These tellers will be based at the Charles Town location, but will participate in a Saturday Rotation at our Martinsburg location as well. May turn into full time as branch grows.

### **Mortgage Processor**

This position will support mortgage lenders in our Charles Town and Martinsburg offices to maximize loan production through the performance of loan related tasks and by assuming responsibility for key components of the Mortgage Loan Process.

Responsibilities include: processing and preparing loan documentation through procedure set by MVB, review loan packages for errors before processing and closing, to be knowledgeable of compliance requirements related to mortgage loans, to clear documentation exceptions on behalf of assigned lenders, to order research documents, to contact and maintain communication with clients and vendors as appropriate or as requested by lender, and to keep mortgage pipelines updated.

### **Part-Time Teller**

This position will provide support, sales, service and marketing of MVB products creating optimal experiences for customers.

Previous work in banking or a related field with an exceptional and demonstrated performance record is required, and salary will be commensurate with experience. If you are looking for an opportunity where outstanding client service and superior performance are rewarded, MVB may be the place for you to grow your career. MVB Bank is an equal opportunity employer.

Please Send Resume and Cover Letter to:

MVB - East, Inc.  
Attn: Krysten Gossard, Branch Operations Manager  
651 Foxcroft Avenue  
Martinsburg, WV 25401

