



## Job Title: Summer Intern – Credit Department

**Schedule:** Monday–Friday, 8:00 AM–5:00 PM

**Position Type:** Seasonal / Summer Internship

**Department:** Credit

**Location:** Morgan, MN

### About the Role

We are seeking a detail-oriented and motivated Summer Intern to support our Credit Department. This role is ideal for a student interested in finance, lending, or administrative operations. The intern will assist with daily administrative tasks, data-entry related to chattel filings, and general office support to ensure smooth departmental workflow.

### Key Responsibilities

- Perform accurate **data entry for chattel filings**, including verification and updating documentation.
- Assist with **preparing, organizing, and maintaining credit files** and records.
- Support the Credit team with **administrative tasks**, such as scanning, filing, copying, and document tracking.
- Enter and update customer and loan information in internal systems.
- Review documents for completeness and compliance with internal guidelines.
- Provide support for department projects and help improve process efficiency.
- Assist with incoming calls, emails, and internal communications as needed.

### Qualifications

- Currently enrolled in a college or university program (business, finance, or related fields preferred).
- Strong attention to detail and a high degree of accuracy.
- Ability to maintain confidentiality with sensitive information.
- Comfortable working in a fast-paced office environment.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook).
- Strong organizational and communication skills.
- Ability to work independently and as part of a team.

### What We Offer

- Hands-on experience in a professional financing and credit environment.
- Training and mentorship from experienced credit professionals.
- Opportunities to learn about lending processes, compliance, and documentation.
- A supportive team environment and meaningful summer work experience.
- Compensation: \$18/hour

Send Letter of Application & Resume to:

AgQuest Financial Human Resources Department, Attn: Kristin Smith, PO Box 67, Morgan, MN 56266

Email: [hr@farmward.net](mailto:hr@farmward.net)