

# POSITION DESCRIPTION

**TITLE:** LOAN ADMINISTRATION

**DEPARTMENT:** COMMERCIAL LOAN DEPARTMENT

**REPORTS TO:** COMMERCIAL CREDIT DEPARTMENT

## **JOB DESCRIPTION:**

- Set-up commercial loan files.
- Assure timely placement of documentation into credit files.
- Maintain organized and neat loan files.
- Assure file security and quality control.
- Track and clear documentation and insurance exceptions.
- Independent authorization of loan closing subject to evaluating loan officer's compliance with underwriting and approval conditions.
- Post closing loan documentation review and quality control to assure compliance with underwriting, approvals and standard documentation requirements such as receipts of original signed documents, properly executed liens, title commitments/policies and tracking and monitoring of post closing items.
- Coordinate and track transition of construction lines of credit per permanent term-out provisions within required time frame.
- Back up for Loan Operations and Underwriting
- Limited collection responsibilities.

## **SKILLS/QUALITIES/EXPERIENCE**

- At least 3 years of relevant commercial and/or commercial real estate servicing experience.
- Precise and accurate attention to details.
- Ability to work independently and manage a comprehensive servicing platform.
- Ability to meet deadlines.
- Positive and cooperative attitude and personality.
- Capacity to defuse emotional members and encourage cooperation.
- Ability to manage and administer loan operating systems such as Fiserve, Scimitar, PCFS 2000, Jack Henry or other current loan servicing technology.
- Experience with loan documentation preparations platforms such as LaserPro or Rembrandt a plus.
- Experience with exception management and documentation tracking platforms such as Baker Hill's One Point software a plus.
- Ability to administer commercial loan participations and loan payment sharing arrangements among multiple lenders.
- Ability to write settlement, funding and loan servicing procedures a major plus.
- SBA loan servicing, remittance (Colson Services) and servicing experience a plus.

## **PERFORMANCE MEASURES**