



## **JOB DESCRIPTION**

**POSITION TITLE:** Loan Processing Coordinator  
**SUPERVISOR'S TITLE:** SVP/ Loan Operations Manager  
**DEPARTMENT:** Loan Administration  
**EMPLOYMENT STATUS:** Non-Exempt

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- ❖ Process new and existing commercial real estate, C&I, and SBA loan requests (Express, 504, 7A) in accordance with approved credit memo.
- ❖ Ensure all required processing documents are requested, received, reviewed, approved, and executed by the appropriate parties.
- ❖ Close and disburse loan proceeds in accordance with federal laws, Bank policy, regulations, and approved credit memo.
- ❖ Work directly with Managing Directors, Underwriters, bank's legal counsels (*if needed*) to resolve any issues including, but not limited to title reports, UCC filings, SBA requirements, collateral documents, and pre-closing conditions as stated on approved credit memo.
- ❖ Review approved credit memo, prepare needs list for missing items based on approved credit memo, and request loan documentation preparation.
- ❖ Set up and maintain electronic loan files to Bank standards/policy.
- ❖ Order services necessary for the loan process completion including, but not limited to environmental reports, Certificate of Entity Status, UCC Search, Flood, CIP, Real Estate Tax Service, etc.
- ❖ Open "Title Order", obtain and review preliminary title & final title report. Work closely with title and escrow companies.
- ❖ Maintain tickler system to ensure timely receipt of collateral documents post loan closing including, but not limited to recorded documents; filed UCC filing; post search UCC filing; and deposit collateral hold.
- ❖ Assist borrowers and Bank personnel with inquiries pertaining to loan documents; and handle related correspondence and telephone inquiries related to same.
- ❖ Research and correct loan exceptions as directed. Assist with the correction of audit exceptions.
- ❖ Maintain third party fees worksheet/log to ensure outstanding invoice to service providers or vendors paid in a timely manner.

**JOB RELATED QUALIFICATIONS:**

***Knowledge/Skills/Abilities***

- ❖ Computer skills to include use of Microsoft Office products and other programs as required.
- ❖ Strong analytical skills, time management, and organizational skills.
- ❖ Ability to handle detail-oriented transactions and high-performance work environment.
- ❖ Excellent written and oral communication skills, attention to detail and follow-through.
- ❖ Outstanding interpersonal skills, dedication to teamwork, and enjoys working closely with others.
- ❖ Ability to interact with coworkers, follow directions and work rules, and accept constructive feedback.

***Education/ Licenses/ Work Experience***

- ❖ High school diploma or GED equivalent required.
- ❖ Three to five years' experience in commercial banking/lending area required.