

# **Loan Administration Documentation/Pre-Fund Specialist**

## **Job Description:**

The position provides administrative documentation preparation and support to the lending area under the general supervision of the Loan Administration Officer.

## **Primary Responsibilities/Duties**

- Oversight, with the Loan Administration Officer, of the centralized documentation department.
- Prepare loan documents for various types of loans including Commercial Real Estate, Oil and Gas, Commercial Term Loans and Revolving Lines of Credit, Residential Construction, and Lines of Credit, Agriculture, Consumer Loans, Consumer Real Estate Loans, SBA loans and Letters of Credit in an accurate and timely manner.
- Prepare preliminary loan documents for consumer real estate loans within required timeframe.
- Review attorney prepared loan documents for accuracy.
- Perform Pre-Funding loan documents review for other Documentation Specialist prior to closing. Ensure proper approvals are on credit memos and verify loan document guidelines are accurate. (i.e. collateral, policy, exceptions, fees and payment adjustments).
- Produce renewal and/or change in terms loan documents as needed.
- Trainer for junior loan processors.

## **Other Duties**

- Assistance with department projects as assigned.
- Other responsibilities and duties as assigned.

## **Required Skills/Qualifications**

- Two years loan experience or equivalent related work experience.
- Must be a team player and have the willingness to help associates.
- Customer service skills.
- Strong organization, planning, prioritization and detail orientation skills.
- Professional and polished demeanor.
- Demonstrated initiative and problem solving skills.
- Excellent verbal and written communication skills.
- Excellent time management skills with a demonstrated ability to multi-task, follow through on commitments, meet deadlines and drive results. Effectively conduct research and inquiries.
- Demonstrated ability to work in fast-paced, rapidly changing banking environment which requires a flexible and adaptable style.
- Intermediate Microsoft Office skills: Outlook, PowerPoint, Word and Excel.
- Ability to work well under pressure and within tight time constraints, including the ability to work overtime if required.
- Understand and adhere to strict confidentiality rules and regulations regarding customer information.

## **Desired Skills/Qualifications**

- Hands-on experience with Silverlake Loan System, Sageworks, LaserPro
- Experience within the financial services, loan servicing, legal, banking, real estate, and/or mortgage, industries.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** Sitting or standing for long periods of time, walking, finger dexterity, repetitive motions, talking, hearing and visual acuity. Professional office environment. Occasional lifting of storage boxes.

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