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CREDIT ADMINISTRATION SPECIALIST

Summary: The primary responsibilities of this position are to process approved commercial and consumer loan requests and deliver a completed loan document package to the lender and the customer as soon as possible. Responsible for obtaining, reviewing and arranging all loan documents. Prepares loan closing packages. Inputs and updates loan data into financial institution computer system; assembles and verifies loan documents for accuracy. Assists in research and analysis to develop or modify information systems.

Essential Functions:

- Processes approved commercial and consumer loan applications using automated loan document preparation software.
- Selects appropriate Title Company, surveyors, appraisers, and other vendors, as needed and requested by lenders to acquire need vendor services.
- Prepares loan documents and closing instruction letters as appropriate.
- Transmits loan document packages to the lenders.
- Prepares commercial and SBA loan documents as requested by commercial lenders.
- Provides back up support for other "Team" or group positions.
- Willingly participates in all assigned duties and responsibilities.
- Assemble and/or amend loan documents utilizing LaserPro.
- Resolve discrepancies in loan documentation.
- Perform other varied duties as assigned.

Required Knowledge, Skills and Abilities:

- PC skills with proficiency in MS Office, e-mail software, bank operations and document scanning software.
- Good customer service, organization, analytical, and communications skills required.
- Computer literate (including excel)
- Attention to detail
- Excellent Organizational skills
- Excellent communications skills to include verbal and written
- Typing skills of at least 60 wpm
- Must work well in a team environment

Education and Experience:

- 2 years of banking experience in consumer/commercial loan documentation preferred

Job Type: Full-time

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.