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# Example of Commercial Loan Administrator Job Description

Our company is growing rapidly and is looking to fill the role of commercial loan administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for commercial loan administrator

* Prepare loan documentation to reflect approved loan terms and consistency with Bank policy and procedures compliance with governing regulatory authorities
* Ensures Loan documentation complies with Banks operational requirements and can be services on Banks system of record
* Work directly with loan originators to screen potential loans and complete initial sizings using the CO template and analyze for review by a MAP or LEAN approved underwriter
* Analysis of investment real estate organizational documents, financial statements, rent rolls, evidence of site control, mortgage credit, and other finance related exhibits used in connection with preparing an application package
* Performing project and comparable property inspections as assigned
* Maintenance of Sales Force
* Completion of closing handoff requirements and coordination with closing and asset management as needed
* Establish strong knowledge of the HUD MAP Guide, LEAN Handbook, handbooks, housing notices, mortgagee letters, email blasts, etc
* Learn and master all credit analysis systems and applicable bank software applications
* Takes action on times affecting the disbursement process such as change orders, sufficiency of funds, liens, set asides, restricted starts

## Qualifications for commercial loan administrator

* Proficiency with personal computers and related software packages such as Microsoft Word, Excel, Outlook and other business machines
* Proficiency with personal computers and related software packages such as Word, Excel, Adobe Acrobat XI Pro, Outlook, SharePoint and other business programs
* A minimum of three (3) years prior work experience in a related financial, contracts and/or project management administration role
* Commercial real estate or loan processing background strongly desired
* Genuine desire for customer service
* Strong willingness to work as part of a team