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# Example of Commercial Loan Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of commercial loan administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for commercial loan administrator

* Analyze various construction data and inspection reports, draw conclusions, and report findings
* Evaluate and recommend approval or denial of requests for funding
* Review reports prepared by outside consultants for compliance with Bank requirements and prepare internal memos advising lending officers of consultant's findings, disbursement of loan proceeds, or loan administration issues
* Responsible for ordering and reviewing Title Updates ("date downs") from Title Companies and identifying and communicating issues to both internal and external partners for each construction draw request
* Provides guidance on construction risk management procedures and support compliance with Bank lending policies
* Monitor compliance with the Construction Loan Policies
* Keep up to date with changes to loan policies, procedures and compliance rulings affecting real estate construction and administration
* Ensure insurance requirements are met prior to closing a construction loan and throughout the construction period, including but not limited to ensuring appropriate Hazard Insurance is obtained at completion of the project
* Develop a schedule to proactively track commercial projects under construction across the Bank footprint to ensure construction is progressing timely
* Assist in training new CLA’s

## Qualifications for commercial loan administrator

* Position requires the need to work varied hours/days including occasional paid overtime as business dictates
* Minimum of 5 to 7 years of customer service experience with commercial banking, branch banking, treasury / cash management and/or mortgage
* Has knowledge in origination of loans and closing process
* Demonstrated understanding of loan booking procedures
* Excellent understanding of banking laws and functions for compliance issues
* Ability to adapt to new demands and challenges and work under minimal supervision