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# Example of Commercial Loan Administrator Job Description

Our company 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

* Review plans, cost review and site inspection reports from construction consultant
* Assist clients with loan payments or tax escrow issues
* Reviewing loan package for accuracy and completeness
* Reviewing loan application package for accuracy and completeness
* Partners with the Credit Executives to resolve issues that arise, and interact with line management on escalations prior to ordering documents or boarding/funding
* Reviewing loan application package
* Verifies appropriate levels of authority for loan approval
* Verify all approval information is accurate
* Prepare loan documents via STP
* Work with credit department to coordinate weekly deal screen packages

## Qualifications for commercial loan administrator

* Competently utilize computer software – MS Word, MS Excel, the Internet and email are an integral part of day to day activity
* Familiarity with AFS and Baker Hill/One Point a plus
* Knowledge or experience in entertainment/syndication lending preferred
* 3-4 years experience in construction or loan administration
* Ability to perform complex tasks in Microsoft Office Products
* Utilizes independent judgment under general supervision of Loan Administration Manager