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# Example of Commercial Loan Specialist Job Description

Our company is searching for experienced candidates for the position of commercial loan specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for commercial loan specialist

* Participation loan servicing
* Maintain the Colson 1502 report on all SBA 7A loans
* May perform ad hoc analysis and reporting and collaborate with Management and/or project team stakeholders
* Enters loan data into document processing software on less complicated commercial and consumer loan products
* Accurately uploads/books loan to the system
* Provides administrative and/or operational support within of the following loan areas
* Maintains files, documents, notes
* Updates computer system with pertinent collateral information and collateral exception information
* Review all loan requests for appropriate authorization, compliance and bank policy standards
* Responsible for verifying completeness of files from start to finish with all necessary documents, signatures required and closing of loan

## Qualifications for commercial loan specialist

* Excellent knowledge of loan documents and requirements
* Excellent knowledge of commercial lending and loans
* Thorough knowledge of B2B, CCAS, AFS, RIMS, CHQ, Loan Doc Prep System (or equivalent vendor systems), and other banking systems
* Self-starter and works without direction
* Strong knowledge of most common vendor documents # title work, appraisals, flood determinations, lien searches
* Thorough knowledge of B2B, CCAS, AFS, RIMS, CHQ, Loan Doc Prep System (or equivalent vendor systems), and other banking systems preferred