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# Example of Commercial Loan Specialist Job Description

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

## Responsibilities for commercial loan specialist

* Assists with basic and mid-sized loans
* Provides customer service on behalf of loan officers/relationship managers and team leaders
* Will be responsible for disbursement of funds
* Will have to be proficient at using the AFS Construction Lending Module
* Strong knowledge of bank and department systems and processes
* Create and/or maintain management reports, interpreting data and identifying trends and advising management
* Leads continuous improvement and data quality activities change initiatives to align function with corporate and departmental goals
* Demonstrates an understanding of commercial lending products market verticals
* Adherence to regulatory corporate policy requirements for commercial lending, credit risk and operational risk
* Recognize and discuss loan transactions with lending staff and credit supervisor

## Qualifications for commercial loan specialist

* Bachelor’s Degree in real estate, business, finance or related area or equivalent experience
* May manage a loan pipeline from origination through to settlement and funding in accordance with Bank policies and procedures
* Provides documentation and Bank policy and procedure guidance to all lending areas
* Updates Exception report weekly
* Verifies all quality control procedures are maintained and monitored
* Majority of loans handled are standard, non-complex in nature