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# Example of Estate Administrator Job Description

Our company is looking to fill the role of estate administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for estate administrator

* Directs and administers loan servicing activities of residential real estate construction loans
* Maintains builder approval information and checks builder references
* Coordinates the ordering and review of appraisals, final inspections on residential construction loans
* Processes loan advances Monitors insurance coverage and expiration dates
* Provides customers with routine department services, loan status information, department reports
* Reconciles general ledger accounts for inspectors fees and miscellaneous loan fees
* Maintains loan status records
* Required to comply will all applicable federal, state and local banking and industry related laws and regulations including but not limited to the bank Secrecy Act
* Performs all other related duties and special projects as assigned
* Processes loan advances

## Qualifications for estate administrator

* Experience working with complex multi-national corporations and matrix structures
* Experience with Fixed Assets/Asset Management
* 3-year National Diploma/Higher Certificate or NQF Level 5 or Diploma in Estate & Trust Deceased Estate Administration via LEAD
* Five (5) years’ experience in deceased estate administration
* Relevant B Legal degree (LLB) or
* Advanced Estate & Trust Diploma