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# Example of Loan Administrator Job Description

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

## Responsibilities for loan administrator

* Participate in new software implementation, upgrade projects and core conversions
* Additional responsibilities and duties as assigned that will include duties in the SSR and RSO functions (opening accounts, manning a wicket)
* Responsible for the Loan Closing of Syndicated loans including but not limited to the pre-funding review of
* Prepare loan closing statements and interface with closing agents to timely disburse funds
* Booking of the loan transactions ensuring all terms and conditions and proper codes are correctly reflected in the loan system
* Responsible for the ongoing servicing participation & syndication loans
* Manage incoming and outgoing payments/wires which includes loan level accounting
* Perform price reset for participation & syndication loans and processes maintenance requests while working with other participating lenders
* Prepare and provide the notice for advance/payment/LIBOR roll over to the participating banks
* Research inquiries and provides resolutions on timely manner

## Qualifications for loan administrator

* Experience using banking core programs and/or loan servicing programs
* Work experience administering bank loans a plus experience with loan documents and/or legal documents
* Responsible for interfacing with Special Assets Group (SAG) and process transactions for special assets loans including payment on non-accrual, delinquent, and charged-off loans including shadow side of accounting
* Process Forbearance agreements and Court Settlement ensuring all terms and conditions are reflected correctly in the loan system including maintenance to the billing schedules
* Act as a liaison between Loan Servicing and Syndication Department and Special Assets Group
* 1-2 years of relevant loan administration and real estate lending experience