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# Example of Loan Analyst Job Description

Our innovative and growing company is hiring for a loan analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for loan analyst

* Utilize Lexis-Nexis, AM Best, Myfirstam.com, CT Lien Solutions, Dun and Bradstreet, Lareta, SWBC.com, to facilitate the processing/underwriting of loans
* Ability to multi-task, successfully prioritize workflow, and complete repetitive tasks
* Assists in negotiating terms and conditions of loan application/commitment documents related to loan procurement
* Management of loan corporate events with data site (Debt Domain)
* Review and approve transactions in the operationnal system for the securitization business (Starbird)
* Size and qualify loans for approval and present deals to Executive Loan Committee (ELC)
* Print and organize all financial documentation and compile loan files
* Manage loans through closing and funding stage
* Adhere to company policies/procedures and escalate any matters that are not compliant
* Follow departmental processes to ensure established metrics are achieved, dealer and matrix partners' expectations are met and loss exposure is mitigated

## Qualifications for loan analyst

* Bachelor's degree or applied work skills equivalent
* Experience in the construction management industry
* Banking-Risk Management experience
* Related Industry qualification in the areas of escrow, taxes and homeowners insurance
* Knowledge of insurance, escrow or tax process is preferred
* Strong research skills and attention to detail is required