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# Example of Loan Assistant Job Description

Our innovative and growing company is looking to fill the role of loan assistant. 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 loan assistant

* Receiving all title commitments and forwards same to Liput Law for review
* Marking Title as "In" in Encompass marks date sent to Liput Law and date review received back
* Uploading all title documents in the correct buckets within Encompass
* Following up daily with title companies and/or Settlement Agents to obtain the necessary documents to clear title and forwarding documents to Liput Law for their clearance of title
* Obtaining Verbal Verifications of Employment when needed
* Editing file contacts in Encompass, as necessary
* Ensures accurate documentation is prepared for each loan prior to closing
* Prepares loan packages to be sent to centralized loan operations department for booking and document review
* Contact tax office for real estate and sewer payment status
* Assists Commercial Bankers in compiling necessary information and other documentation for loan requests

## Qualifications for loan assistant

* College Degree and/or prior mortgage experience
* Must have a moderate level of knowledge on loan documentation
* Must have a moderate level of multi-line phone systems
* Intermediate to computer proficiency skills with MS Office, Excel
* Minimum 1 year of general banking operations experience required
* Light experience and interest in mortgage and real estate industry is a plus but not required