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# Example of Loan Assistant Job Description

Our company is looking to fill the role of loan assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for loan assistant

* Process PAC, lockbox and wires on a daily basis
* Generate late payment notices and delinquency reports
* Maintain loan files, letters of credit and electronic files
* File necessary paperwork
* Obtains, monitors the receipt of, and reviews all final title policies and recorded mortgages
* Collects and sends final loan documentation to servicer after loan is purchased
* Monitor investor final document reporting
* Prepare collateral files to send to document custodian
* Assist in loan delivery to agencies
* Performs various administrative tasks including typing, filing and copying

## Qualifications for loan assistant

* Some knowledge of supervisory practices
* Ability to be flexible, detail-oriented, and work both independently and as a team member
* Experience with filing alphabetically, numerically, or chronologically
* Work experience in an academic library public services area
* Work experience in an interlibrary loan unit
* Proficiency with computer systems and library databases