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# Example of Loan Coordinator Job Description

Our company is hiring for a loan coordinator. 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 coordinator

* Documenting and maintaining critical items throughout the boarding process
* Process Improvement and workflow design from lessons learned
* Serves as Project Manager on all Loan Boarding Transfers, This includes developing schedules and timelines for each deal and the daily follow up to ensure that each project remains on track and results in a CFPB compliant transfer
* Evaluate and promote process improvements including ongoing review of all department policies and procedures including scripts and edit checks to ensure they are adequate and cover any changes in the business processes
* Provide robust reporting to upper management related to status of entire boarding pipeline and projected actions
* Planning and scheduling of external/internal meetings including logistics and material preparation
* Planning and coordinating quarterly team building events
* Overall calendar management
* Agendas and documentation of minutes for routine staff meetings
* Office supply fulfillment for department

## Qualifications for loan coordinator

* At least six months customer service experience is required
* Efficiently and effectively utilize a personal computer and related software including Microsoft Office, the Internet and department specific software
* Able to interact with employees and outside contacts of all levels
* Able to interact and respond to customers of all socioeconomic backgrounds
* Ability to efficiently use standard office applications (Word, Excel, PowerPoint)
* One year of administrative and mortgage experience