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# Example of Loan Document Specialist Job Description

Our company is growing rapidly and is looking for a loan document specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for loan document specialist

* Report Generating
* Labeling Files
* Organize Carts
* Ensure adherence to internal controls
* Review and reconcile executed closing and compliance documents to ensure accuracy, proper signatures, proper notary seals, dates, and overall completeness
* Assists with compilation of customer files and other related routine support duties for the individual departments
* Completes general filing and maintains inventory systems, supply orders, and performs necessary clerical duties relevant to the area
* Informs Bank Lender of existing Consumer Identification Program (CIP) and/or Fair and Accurate Credit Transactions (FACT) exceptions that may hinder delivery of loan documents if not resolved
* This role is the first step in processing for commercial loans
* Deals directly with banker/cust to complete financial package to move it to underwriting

## Qualifications for loan document specialist

* Knowledge of business entity structures preferred
* Ability to proficiently communicate applied collateral/loan policy/regulation knowledge to lenders/assistants
* Equivalent job related experience
* Strong Alphanumeric and 10 key Data Entry (8,000+ kph )
* Great attendance and punctuality on a daily basis
* May file UCCs for recording via automated system