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# Example of Loan Document Specialist Job Description

Our growing company is searching for experienced candidates for the position of loan document specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for loan document specialist

* Once underwriter gets it the goal is to have all info so decisioning is quicker
* Independently assess and gather information necessary to document a loan
* Read and understand organizational documents to determine signing authority
* Document loans, perfect collateral, and fund loans
* Obtain lien searches and perfect collateral
* Monitor post-closing loan requirements that pertain to the collateral
* File and maintain collateral files
* Request insurance certificates from insurance agents
* Enter, monitor and track tickler items
* Make copies of reports and distribute and perform other clerical duties as assigned

## Qualifications for loan document specialist

* 1+ years of work experience in business environment (Preferred--paid training is provided-no direct experience required!)
* 2-5 years current experience in processing residential home loans (emphasis on conventional, FHA, and VA products preferred)
* Bachelor Degree in Economics, Finance, Business Administration
* Minimum four years residential real estate closing experience, or combined closing and post closing review with strong knowledge base with closing disclosures/HUD, preferably in a high net worth environment
* College Degree or Equivalent Work experience in a Financial Work Environment
* Familiarity with Mortgage Documents