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# Example of Loan Operations Job Description

Our growing company is looking to fill the role of loan operations. 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 operations

* Work with internal trade closing group on settlements of secondary trades of new issues syndicatins
* Be accountable for managing the workflow through the middle office both directly
* Be a primary partner with the line of business managers and their front line loan staff with respect to the administration of their loan processing and servicing
* Maintain productive and respected working relationships with branch staff, lending officers, and credit administrators
* Establish and maintains processes and procedures to ensure quality customer service, servicing, processing and disbursements
* Manage the Credit Lead queue may assign due diligence and closing tasks to middle office loan closers
* May handle any overflow of Credit Lead queues and clears any existing work backlogs
* Assist the middle office loan closers, client relationship associates and relationship managers to troubleshoot Credit Lead and ELO issues
* Provide training on Credit Lead system through Credit Lead Liaisons to staff as needed and provide technical support and guidance
* Implement and maintain ongoing monitoring of individual and departmental productivity measures

## Qualifications for loan operations

* University degree/college diploma or equivalent work experience required
* May oversee or handle directly more complex or unique transactions
* Administer Bank policies and procedures and ensures compliance with applicable laws and regulations
* Recommend improved processes and implements department policies, procedures and systems
* Represent Vectra Bank in affiliate-wide middle office and Credit LEAD user group
* Assist with financial operations tasks around debt portfolio and third party vendor including fundings, pre-payments, terminations and renewals