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# Example of Loan Support Job Description

Our growing company is hiring for a loan support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for loan support

* Identify, research, solve, and/or respond to inquiries of intermediate complexity
* Limited participation in project-based tasks
* Scan original loan packages and recorded documentation into bank imaging system
* Daily scanning of paid loan packages and batch work
* Assist business units and operations staff with various requests
* Manage and track internal collateral file requests
* Ensure that production logs are properly maintained to ensure timely month end reporting
* Participate in Bank-sponsored activities that serve and support the mission and values of 1st Bank
* Provide superior service quality to internal and external customers
* Complete required BVS training courses

## Qualifications for loan support

* Able to follow directions and execute tasks efficiently following outlined procedures and meeting the regulatory and customer experience requirements
* At least 1 year default mortgage experience
* Knowledge of excel and other Microsoft Office products
* 3 years default mortgage experience
* Excel proficiency, including ability to create pivot tables, perform Vlookups, create charts and graphs, and familiarity with text to columns and Excel formulas
* Create loan documents