Downloaded from <https://www.velvetjobs.com/job-descriptions/loan>

# Example of Loan Job Description

Our company is growing rapidly and is hiring for a loan. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for loan

* Complete all loan processing duties in accordance with established policies, procedures and regulations
* Represent Bank of the San Juans in a professional manner which includes a professional image, confidentiality, a positive “can-do” attitude, good attendance, punctuality, flexibility and adaptability in meeting bank and customer needs
* Track flood insurance on all loans within the designated flood zone to insure compliance
* Maintain annual flood worksheets
* Force place insurance when necessary
* Be the primary contact to Insurance Companies/Agents for follow up when necessary on all policies/renewals/cancellations
* Image all insurance policies
* Scan and index loans verifying that files are complete
* Back up all other Loan Support positions as deemed necessary
* Client has just moved to a paperless system

## Qualifications for loan

* Must be able to prioritize, organize, and complete tasks on time
* Must exhibit a polished and professional approach to work
* Must exhibit outstanding communication and analytical skills
* Minimum of 3 - 5 years related mortgage experience, required
* Must be able to work all regularly scheduled hours
* Minimum of 2 years of mortgage related experience within the last four years is required