



Example of Commercial Loan Administrator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of commercial loan administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for commercial loan administrator

- Analyze various construction data and inspection reports, draw conclusions, and report findings
- Evaluate and recommend approval or denial of requests for funding
- Review reports prepared by outside consultants for compliance with Bank requirements and prepare internal memos advising lending officers of consultant's findings, disbursement of loan proceeds, or loan administration issues
- Responsible for ordering and reviewing Title Updates ("date downs") from Title Companies and identifying and communicating issues to both internal and external partners for each construction draw request
- Provides guidance on construction risk management procedures and support compliance with Bank lending policies
- Monitor compliance with the Construction Loan Policies
- Keep up to date with changes to loan policies, procedures and compliance rulings affecting real estate construction and administration
- Ensure insurance requirements are met prior to closing a construction loan and throughout the construction period, including but not limited to ensuring appropriate Hazard Insurance is obtained at completion of the project
- Develop a schedule to proactively track commercial projects under construction across the Bank footprint to ensure construction is progressing timely

Qualifications for commercial loan administrator

- Position requires the need to work varied hours/days including occasional paid overtime as business dictates
- Minimum of 5 to 7 years of customer service experience with commercial banking, branch banking, treasury / cash management and/or mortgage
- Has knowledge in origination of loans and closing process
- Demonstrated understanding of loan booking procedures
- Excellent understanding of banking laws and functions for compliance issues
- Ability to adapt to new demands and challenges and work under minimal supervision