



Example of Lending Operations Job Description

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Our company is growing rapidly and is looking to fill the role of lending operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for lending operations

- Effective and timely communication of appropriate information concerning business plans and goals to employees
- Inspire and empower employees to anticipate client needs and identify solutions to meet them
- Lead a "Client Advocacy" culture where employees have the confidence, courage, initiative and resolve to make a difference
- Establish and meet department's financial targets, budgets and make financial decisions and recommendations based on risk, and strategic fit
- Use performance management to improve performance, develop employees and hold managers accountable for effective performance management
- Assure effective succession planning for key positions
- Knowledge of systems a plus but will train
- Work in a blended (inbound/outbound) environment with the minimum daily expectation of 130 outbound calls
- Liaise with borrower's insurance representative or other contact provided to obtain existing or proposed policy documentation and other relevant data
- Review of lender-ordered due diligence provided to us, including but not limited to deal specifics, insurable values, business income figures, zoning reports, flood determinations and seismic reports, to determine exposures and necessary

Qualifications for lending operations

- Be a subject matter expert by having a strong understanding of the loan trading environment (LSTA and LMA) which includes trade documentation, settlement procedure and trade lifecycle
- Oversee a team of individuals who are responsible to co-ordinate the settlement of loan trades for the loan trading book and assist with the disposition of assets from the lending book
- Securities Lending Experience
- Comprehension of required loan documentation Appraisals, title products, flood certifications, trusts, car titles, bills of sale
- Proficient with databases systems and SQL