



Example of Loan Administrator Job Description

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

Responsibilities for loan administrator

- Participate in new software implementation, upgrade projects and core conversions
- Additional responsibilities and duties as assigned that will include duties in the SSR and RSO functions (opening accounts, manning a wicket)
- Responsible for the Loan Closing of Syndicated loans including but not limited to the pre-funding review of
- Prepare loan closing statements and interface with closing agents to timely disburse funds
- Booking of the loan transactions ensuring all terms and conditions and proper codes are correctly reflected in the loan system
- Responsible for the ongoing servicing participation & syndication loans
- Manage incoming and outgoing payments/wires which includes loan level accounting
- Perform price reset for participation & syndication loans and processes maintenance requests while working with other participating lenders
- Prepare and provide the notice for advance/payment/LIBOR roll over to the participating banks
- Research inquiries and provides resolutions on timely manner

Qualifications for loan administrator

- Experience using banking core programs and/or loan servicing programs
- Work experience administering bank loans a plus experience with loan

- Responsible for interfacing with Special Assets Group (SAG) and process transactions for special assets loans including payment on non-accrual, delinquent, and charged-off loans including shadow side of accounting
- Process Forbearance agreements and Court Settlement ensuring all terms and conditions are reflected correctly in the loan system including maintenance to the billing schedules
- Act as a liaison between Loan Servicing and Syndication Department and Special Assets Group
- 1-2 years of relevant loan administration and real estate lending experience