



Example of Loan Documentation Specialist Job Description

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

Responsibilities for loan documentation specialist

- Assist Lenders and loan closers with various customer service requests related to commercial loan documentation
- Communicates and discuss loan transactions with commercial lending officers or other office personnel, in-house attorneys, and Credit Supervisors as necessary
- May draft language to be inserted into the documents on non-standard credit requests and work with the legal department to finalize and approve
- Review Entity documents to understand the business structure and identify authorized signers
- Review documentation post closing for propriety and completeness, prior to funding loan proceeds
- Perform UCC searches and property searches
- May assist manager in the training of new associates and special projects
- Work in multiple bank systems to gather needed information to solve problems and mitigate risk
- Communicate with the multiple bank departments (Loan support, Underwriting, Legal, Retail support, IT), for support when needed and to resolve issues prior to releasing the closing package
- Complete thorough review of supporting documents critical to the documentation request, including real estate due diligence

Qualifications for loan documentation specialist

- Knowledge of documentation required on commercial and commercial real estate loans
- Proficient in LaserPro document preparation module, Microsoft Word and Excel
- Able to work with confidential materials and meet moving deadlines
- Ability to interact professionally with peers, attorneys and Bank's management
- Ability to work without close supervision, set priorities and be responsive to change, make independent decisions and interact with associates at all levels