



Example of Loan Documentation Specialist Job Description

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Our growing company is searching for experienced candidates for the position of loan documentation specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for loan documentation specialist

- Ensure documents generated meet all regulatory, compliance requirements and policy guidelines
- Work with the documentation team to cover service hours
- Deliver exceptional customer service to Old National's internal and external customers
- Contribute to special projects and other duties as assigned
- Contribute to team success with a positive attitude
- Performs and conducts all necessary due diligence filings, recordings and searches, and regulatory requirements
- Interacts and works with officers, administrative assistants, credit officers, and counsel if applicable to address and identify any discrepancies and or deficiencies with any request for a loan
- Conducts quality control reviews of incoming document order requests, as assigned by department manager, for accuracy and compliance with the selected product
- Develops and maintains a working knowledge of banking laws and regulations by reading various publication and circulars
- Prepare documentation for all types of loans, to include new and renewed, purchase and sale transactions going through Escrow, commercial, consumer and gather supporting documents necessary to complete such process

- Good computer skills (Microsoft Word, Microsoft Excel)
- Ability to get along with coworkers
- High School Diploma or GED and a minimum of four years commercial and commercial real estate loan document preparation or related experience
- Education generally equivalent to a High School Diploma, or General Education Degree (GED)
- Knowledge of various consumer loans (i.e., HELOC and consumer loans,) and related documents
- Working knowledge of various consumer regulations (i.e., HMDA, RESPA, TRID, Reg