



# Example of Loan Documentation Specialist Job Description

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Our innovative and 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

- Prepare loan documentation for all commercial loans types including but not limited commercial real estate, lines of credit, aircraft, preferred mortgages, SBA 7a, Express & 504's for new loan loans, renewals, and modifications
- Encourage, support, and lead team members in day to day tasks to ensure service level agreements are met or exceeded
- Compile statistical and informational reports for use by senior leadership
- Support and drive division and organizational goals and directives
- Own and resolve escalations from team members, and exercise proper escalation to senior leadership
- Assist in the preparation and facilitation of daily huddles and weekly team meetings
- Produce documents in a timely manner with minimal errors
- Create and review loan files ensuring accuracy and completeness
- Review loan to ensure appropriate collateralization
- Monitor and process transactions for all loans in the portfolio

## Qualifications for loan documentation specialist

- Requires High School Degree or Equivalent and 4+ years banking, lending processes and procedures or other directly related experience
- Advanced knowledge of lending systems, specifically the Laser Pro loan system

- Must have excellent audit, data entry and customer service skills
- Ability to resolve and research moderately complex problems
- Must be able to handle stress well under high demand work flow