



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. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for loan documentation specialist

- Review other team mates preparation of documents for accuracy
- Understand and apply regulatory guidelines and rules to the creation of the document packages
- Validate information received against core applications and Communicate with the Closing Specialist as required
- Read source loan documents and enter data in specific data fields on the dedicated system or technology platform
- As required, provide quality assurance for completed services
- Provide timely response to all internal and external queries
- Maintenance of Documentation Log
- Prepare Amortization Schedules for existing loans when requested by Loan Servicing or Lenders
- Prepares files for Documentation and documents assigned loan requests
- Interaction with carried internal departments such as appraisal, environmental and Bank's Servicing Departments

Qualifications for loan documentation specialist

- Requires experience preparing loan documents
- Ability to handle large volumes of loans
- Ability to review and analyze Commercial Real Estate legal documents
- Experience with loan production systems, Microsoft Word, Microsoft Excel,

- Two - Four years of loan preparation and processing experience