



Example of Loan Manager Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for a loan manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for loan manager

- Solicit wholesale / retail residential and commercial mortgages in target area
- Promote the corporate self-assessment programs (ARC and ACA) ensuring technology control owners are assessing and identifying the technology risks (infrastructure, applications, third parties) that the business faces in its operations
- Interface with AD teams & CB Risk/Controls teams on an on-going basis for risk activities project initiatives
- Coordinates scheduled meetings, training sessions and courses as needed for the transitional loan team
- Performs other duties as assigned by the Unit Manager
- Prepares and reviews loan reporting for management
- Provides management oversight and leadership in the performing of tasks within the Loan Operations Team
- Develops periodic goals, organizes work, sets short-term priorities, monitors all activities and ensures timely and accurate completion of daily work within the team
- Conducts performance management and career development processes, provides input for staff disciplinary actions
- Ensures the most effective processes are in place in order to make certain that the team is compliant with regulations and quality control measures

Qualifications for loan manager

- Demonstrated understanding of applicable bank policies and procedures as they pertain to the satisfaction of loan closing conditions vendor documents and services
- Strong knowledge of most common vendor documents, loan documents, commercial lending and loan requirements
- Thorough understanding of all Business Banking and Commercial loan products and Commercial Lending Credit Policy/Guidelines
- Thorough knowledge of B2B, CCAS, AFS, RIMS, CHQ, Loan Doc Prep System and other banking systems
- Excellent interpersonal skills and team orientation, including coaching and mentoring team members
- Completion of Loan Closing Specialists certification program (future)