



Example of Loan Specialist Job Description

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Our innovative and growing company is hiring for a loan 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 specialist

- Ensures proper delivery of loan documents to appropriate departments (Credit Operations, QLMS) after closing
- Prepares all early disclosures to customers during the application process
- Provides support to regional sales management on consumer lending needs
- Assists bankers (FSRs, FCMs) with consumer lending questions, both non-real estate and real estate
- Provides feedback to loan partners
- Makes outbound calls to highly qualified prospective customers identified through marketing programs and promotions
- Create Borrower/Guarantor profiles and financial ticklers and covenant into the tracking system
- Update waivers/forbearance based on Commercial Credit Reports/Loan Agreements
- Provide assistance to Relationship Managers/Relationship Associates for system navigation, financial statement reconciliation, and solve problems pertaining to financial covenants in the loan monitoring system
- Monitoring the multi-family loan ongoing financial performance according to the service contract with Fannie

Qualifications for loan specialist

- Ability to communicate clearly with coworkers, managers, business partners

- Knowledge of mortgage documentation
- Associates degree beneficial
- Minimum of two (2) years related banking experience
- Education -Bachelor or Associate's Degree preferred