



Example of Loan Specialist Job Description

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Our company is growing rapidly and is hiring for a loan specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for loan specialist

- Utilize Loan IO, Tickler, SM, Mobius/Web Image, Vintek, DealerTrack to properly research collateral information for paid out loan files
- Provide assistance to loan officers, retail personnel and back office support through phone and email communication, while maintaining a high degree of professionalism
- Adhere to performance and production goals
- Cross train on all functions within the department
- Analyzes various industries and has a thorough knowledge of the risks associated with those industries
- Able to close between 15 to 20 files per month
- Consults with title companies, borrowers, attorneys, realtors and /or other external business partners
- Independently and proactively resolves problems under time constraints
- Stays abreast of internal lending policies, practices, guidelines, lending systems and products
- Accurately records data in Loan Origination System

Qualifications for loan specialist

- Relevant work experience in Retail Sales or Customer Service a plus
- 3 years or more experience in Accounting or Finance Services industry preferred
- Experience in maintaining robust daily electronic ledgers for reconciliation

- 2 years system knowledge working within Shaw IL specializing in monetary transactions
- Experience working on multiple concurrent tasks while meeting rigorous deadlines