



Example of Loan Supervisor Job Description

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Our company is looking to fill the role of loan supervisor. 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 supervisor

- Train new hires to include system training, processing and procedures and effective pipeline management
- Review Original Mortgage Notes daily and set up ARM on newly originated mortgage loans
- Review Original Mortgage Notes daily and set up Escrow accounts on newly originated mortgage loans
- Perform annual escrow analysis and provide timely notification to the customers
- Process timely payment to insurance agents and tax authorities for all escrow accounts
- Perform periodic review of ARM notification to ensure accuracy
- Process financial activities on SFR and HELOC such as
- Process loan maintenance changes and Loan Modifications
- Fulfill customer's request for information including Demand of Payoff statements
- Reconcile General Ledger

Qualifications for loan supervisor

- Adept at situation analysis and able to resolve issues for Relationship Managers and team members independently
- Able to manage functions independently, realigning assignments as required,

- Provides day-to-day supervision of staff, including performance expectations, conduct of staff, metrics
- Develops and maintains an overall operating budget and ensures adherence to budget
- Monitors production volumes, SLAs, staff capacity, staff training needs
- 3 years of mortgage underwriting, lending, or related experience