



Example of Loan Supervisor Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for a loan supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for loan supervisor

- Supervises the loan assignment staff to ensure compliance, production, and quality goals are met
- Maintains the responsibility for the functions related, but not limited to, the assignment of new loans to the core system (Loan Assignments)
- Monitors loan assignment staff who are cross-trained on Non-Financial Processing using established procedures to ensure compliance with all policies and procedures, contract, quality and production goals and standards
- Monitors and tracks attendance and punctuality metrics for each team member
- Maintains updated knowledge of the DMCS program including policies and procedures and other policies adopted the project, and client and serves as a resource on such policies and procedures
- Maintains knowledge of the DMCS program Quality Manual and ensures compliance
- Drafts and delivers effective and accurate communication to Non-Financial Processors, to ensure timely and appropriate levels of communication are maintained at all times
- Performs timely reviews of staff in accordance with policy and makes recommendations for pay raises based on approved policies and procedures
- Completes administrative functions in a timely and accurate manner
- Maintains appropriate documentation for each team member and unit

Qualifications for loan supervisor

- Demonstrates functional and technical expertise required to perform core aspects of the job (includes systems, regulations, laws and accepted industry practices)
- Manages department budget needs, including expense & capital projects
- Responsible for integrating documentation and lending procedures when new banks are acquired
- Ensures that the commercial loan services group is in compliance with all Federal and State regulations applicable to commercial lending
- Partners with Loan Servicing team to ensure that wires, ledgers and transactions relating to servicing are accurate
- Represents the Commercial Loan Services department on various task forces and committees