



Example of Loan Support Job Description

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Our growing company is looking for a loan support. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for loan support

- Reconciliation of income/asset documentation against program guidelines using AUS cert
- Ascertain information from file (independently) to place orders from third party vendor within a timely manner
- Review credit approval and complete Conditional Approval Letter for Loan Consultant review prior to submission to processing
- Communicate and respond to processors, Loan Consultants, and external customers (3rd party vendors) (generally within 2 hours)
- Responsible for efficiently sorting, processing and documenting daily all incoming mail including checks received for the Loan Services Division
- Performs duties and responsibilities involving knowledge and application of policies and procedures that require independent judgment in the determination of actions to be taken
- Answers questions regarding closing requirements
- Enters numbers and calculates loan interest and principal payment, and closing costs, using computer or factor table and calculator
- Perform loan processing functions including, but not limited to, data entry, filing, document preparation, auditing, and quality assurance
- Work efficiently and quickly to meet aggressive service levels while still meeting accuracy requirements and volume expectations

Qualifications for loan support

- Solid knowledge in handling all types of loan products including loan

- Minimum of 18 months of experience of financial or banking institution or technical support
- Must have working knowledge of deposit operations
- Experience with Jack Henry software
- Respond to department specific questions
- Process and fund approved finance requests