



Example of Loan Support Job Description

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Our growing company is searching for experienced candidates for the position of loan support. 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 support

- Types closing documents
- Records loan information in log and on government reporting forms, using computer
- May compile closed loan forms for delivery to marketing department for sale to investors
- Manages team of Processing Assistants or Loan Processing Support Coordinators
- Collaborates with sale production staff and other internal/external departments to establish loan performance expectations and monitor quality assurance and timeliness of processing workflow
- Maintains timely completion of quality loan package being submitted to fulfillment
- Conducts weekly on-on-one meetings with team
- Responsible for any overflow in third party vendor requests or team workflow
- Possess strong decision making skills and the ability to work well under pressure
- Keep current on new processes or guidelines and educate staff when applicable

Qualifications for loan support

- Minimum 1-3 years of loan experience

- Must have at least 18 months of working experience in a financial institution, lending or loan environment, or a professional office setting
- Use of computer/laptop and phones
- Working knowledge of banking and different clerical duties