



Position | Loan Processor

Classification | Non-exempt, Full-Time

Posted | 04/10/2019

Location | Albuquerque

Summary

Primary focus of this role is to determine the accurateness and completeness of loan underwriting prior to the input of required loan information to the loan system software and production of commercial and consumer loan documents.

Essential Functions

- Ensure accurateness and completeness of loan presentation underwriting prior to initiating loan related due diligence and document creation.
- Review approved loan presentations to understand the type and structure of the loan in order to correctly identify the necessary loan documents and fund the loan accurately and in a timely manner.
- Preparing loan documentation for commercial and consumer loan closings to support lenders utilizing Laser Pro Lending Software
- Obtain signed loan documents from loan department and ensure complete packages and prior signature.
- Complete the upload or "Booking" to the integrated loan system.
- Provide all required or requested due diligence (i.e. preliminary title searches, flood determination, and UCC and Business searches).
- Ensure the preliminary title policy is received and review for accuracy, and that any exceptions are brought to the attention of bank lender and credit officer.
- Coordinates loan closing with lending personnel and completes remote document delivery.
- Understand and Adhere to policy, procedure and regulations regarding commercial and consumer loans.

Competencies

- Comply with bank regulations; maintain above average performance in all areas of compliance
- Acquire and maintain a working knowledge of the laws and regulations that apply to loans and loan documentation
- Effective/strong written and verbal communication skills



- Ability to deliver a high level of responsiveness and “above average” customer service to external/internal customers
- Strong Analytical Skills

Required Education and Experience

- High School Diploma or equivalent
- Two or more years of consumer and/or commercial loan experience
- Four or more years of banking or financial experience

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change depending on qualifications.