



Position | Lead Loan Processor

Classification | Non-exempt, Full-Time

Location | Albuquerque

Southwest Capital bank is family owned and operated, with rich roots dating back to 1920 in Northern New Mexico. With a focus on Community, Accountability, Relationships and an Entrepreneurial spirit, we offer a diverse and inclusive work environment. We are seeking dedicated professionals whose work philosophy aligns with our C.A.R.E values and beliefs to join our team!

Summary

Primary focus of the loan processor 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
- Provide all required or requested due diligence (i.e. preliminary title searches, flood determination, and UCC and Business searches).
- Coordinates loan closing with lending personnel and completes remote document delivery.
- Understand and Adhere to policy, procedure and regulations regarding commercial and consumer loans.
- Lead over loan processor team

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

Minimum Education



- High School Diploma or equivalent

Preferred Education

- Associate Degree

Preferred Qualifications

- Two or more years of consumer and/or commercial loan experience
- Four or more years of banking or financial experience

Minimum Qualifications

- Two or more years of consumer and/or commercial loan experience
- Four or more years of banking or financial experience

*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.