

## Job Description

**Job Title:** Loan Administration Assistant – San Antonio

**Summary:**

Prepares loan documents for closing of consumer, commercial, and real estate loan products to ensure full compliance and quality of loan documentation for funding. Resolves loan documentation issues with lending team collaborating on problem solving and process improvements efforts to maintain and continuously improve loan operations policy, procedure, and performance.

**Wage Type:**

Hourly, Non-exempt

**Essential Duties & Responsibilities:**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Creates new loan files by preparing documentation for scanning, entry into system and proper storage.
- Completes quality checks of loan packets, document deficiencies, and resolves exceptions with Loan Officers.
- Tracks and completes invoicing for credit life sales on loans.
- Completes lien searches and lien filings; maintains current liens by filing continuations and terminations when needed.
- Monitors cancelled insurance policies and initiates timely follow-up with internal parties.
- When necessary, assists with reports and audits in the evaluation of loan operations performance.
- Ensures loans and processes meet compliance standards.
- Carries out responsibilities with professionalism and respect for others in accordance with the Bank's policies and applicable laws.
- Other duties as assigned.

**Key Deliverables:**

- Timely and complete loan documentation retention, scanning, and storage
- Date and document entry and accuracy
- Adheres to policy & procedure
- Performance reporting

**Organizational Structure:**

Reports to: Loan Administration Manager

Supervises: none

**Qualifications:**

**Knowledge/Skills:**

- Experience with commercial and consumer loans
- Intermediate level with MS Office
- Strong customer service and communication skills
- Prefer experience with Meridian and/or ARTA system



- High School Diploma or Equivalent

Talents:

- Strong people acumen
- Attention to Detail
- Problem solving
- Focus on results
- Adaptable