**Loan Document Specialist**

* Reports to: Jamie White, VP Loan Operations
* Supervises: No one

**Job Summary**

A Loan Document Specialist is responsible for supporting Loan Operations in ensuring department activities run smoothly and efficiently; provide assistance or backup within the department as required; assisting in special projects; performing all duties related to loan documentation.

The Loan Document Specialist is also responsible for overseeing all loan files assigned to them to ensure that the file progresses to closing timely while meeting all compliance and policy requirements. The Loan Document Specialist must maintain a high level of communication throughout the department as well as with the borrowers, Attorney’s and Title Companies involved in their loans. The Loan Document Specialist is expected to maintain a high level of knowledge of all regulation that affects Personal, Business, Real Estate and Credit Line loans to ensure compliance.

**Essential Duties**

* Prepare all loan documentation once a completed application is received all the way through closing
* Pull Credit Bureaus for Loan Officers
* Work with Administrative Assistants to ensure customer information is up to date in Bankway
* Run Flood Determinations
* Request appraisals
* Order title work
* Provide disclosures to borrowers via DocuSign, Sharefile, or in person within the timeframe allowed by regulation
* Communicate with Borrowers to collect needed documentation
* Schedule loan closings with borrower, Officer and Title Company or Attorney
* Initiate all wires or cashier’s checks for loan closings
* Monitor maturing loans and prepare Credit Memo for officer to complete cash flows
* Prepare Change In Terms in Laser Pro for borrower signatures
* Responsible for clearing any exceptions with your work
* Provide back up to other Loan Doc Specialist when needed
* Obtain necessary training to stay knowledgeable on all Regulatory changes as well as internal policy changes for all loan types (Personal, Business, Real Estate, Credit Lines)
* Answer loan department phone calls and assist customers
* Responsible for mail once a week and alternates lock up day weekly

**Essential Skills**

* Communication / people skills
* Willingness to learn
* Organized
* Good time management
* Detail Oriented
* Technology Savvy
* Team player