



Loan Operations Specialist

Overview

The Loan Operations Specialist is responsible for preparation of all loan documentation. Provide superior and timely customer service to both the internal and external customers.

Essential Duties and Responsibilities

- Prepares loan documentation for all Commercial and Consumer loans making ensuring accuracy and compliance with all applicable laws and regulations.
 - Monitor and Maintain loan collateral tickler system for pending collateral perfection with insurance and other missing documents.
 - Ensures all loan documents contains all necessary signatures, dates, and other relevant data.
 - Ensure paid loan files are processed and collateral is released in accordance with Bank policy and procedures.
 - Handles the loan imaging documentation to ensure documents are properly indexed.
 - Assist with routine inquiries and client service issues promptly.
 - Continued mindfulness of process improvement opportunities.
 - Perform other duties as assigned.
 - Be conscious of new types of loans and other financial services and products to better meet customers' needs.
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Knowledge, Skills, and Abilities

Education/Experience:

- 1-2 years banking experience preferably in preparing loan documentation.
- Experience and understanding of financial institution products and services, applicable laws and regulations
- Detail-oriented with a high commitment to quality work
- Ability to establish priorities and meet deadlines.
- Basic computer skills with the ability to work with Loan Processing and Core banking software. Proficient in Microsoft Office.



Other Requirements

Must pass background and credit check based on Foundation One Bank's requirements

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Foundation One Bank recognizes that an individual with a disability may require an accommodation to enable him/her to successfully perform a job function. Consideration will be given to reasonable accommodations.