



## LOAN OPERATIONS SPECIALIST Job Description

Name:  
Department: Loan Operations  
Reports To: Loan Operations Manager  
Supervises: N/A  
Status: Full-Time, Nonexempt

### **Job Summary:**

Efficiently support the lending team of Astra Bank, bank wide by ensuring accurate and timely lending operation. Including but not limited to: preparing commercial, agricultural and consumer loan documents, booking loans, disbursing funds, and tracking loan documents. Works within escrow servicing team to acquire, analyze and organize all essential documents required to escrow loans.

### **Key Results Areas:**

- Process loan applications in a timely manner to ensure loan documents are produced and timeframes are met.
- Funds, maintains and modifies loans in core system with supporting documentation as requested.
- Acquire, analyze and organize essential documents required for escrow disbursements and maintenance.

### **Requirements:**

- High School diploma or GED; Associate Degree or college preferred.
- Prior loan processing experience preferred.
- One year banking operations experience preferred.
- Knowledge of state and federal lending regulations and Astra Bank Loan Policies preferred.
- While performing the duties of this position, the employee is regularly required to alternate sitting and standing. Must also regularly use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to walk and periodically lift 20-40 lbs.
- The position typically requires a minimum of 40 hours of work per week Monday – Friday.

*Astra Bank is an Equal Opportunity Employer. The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*

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