

## Loan Administration Assistant

**Location:**

Varied

**Job Description:**

If you are looking for a challenging and rewarding career, we'd like you to join our Security Bank of Kansas City team! Our banking professionals receive paid training and ongoing education, opportunities for growth and advancement, great benefits, and use the latest in technology to help make the experience at Security Bank of Kansas City a pleasant one for our staff as well as our customers!

*The **Loan Administration Assistant** provides duties related to the generating, processing, administration and closing of commercial loans. Also responsible for customer service, loan request preparation and follow-up.*

**Primary Job Functions:**

- Work with lender to complete Loan Worksheet
- Pull credit bureau reports as needed
- Order appraisals as needed
- Obtain all the required documentation: title commitment, settlement statements, vehicle title, insurance, flood certificate, etc.
- Work with LaserPro Documentation Support to obtain loan documents
- Review and verify all loan documentation received from LaserPro Documentation Support for accuracy and completeness prior to submitting to Lender for closing
- Upon receipt of executed documents, forward information to Silverlake Support for input to core system.
- Make tickets, print checks, mail payoffs, send any documents for recording and file Notice of Liens and UCCs
- Verify Silverlake loan input including Collateral Tracking
- Set up, organize, and maintain credit files.
- Review documents uploaded to Synergy for accuracy
- Follow up on collateral tracking exceptions
- Complete loan checklist for all new files
- Process construction draws and review against budget

**Additional Duties and Responsibilities:**

- Customer Service, both in person and by phone
  - Process loan payments for borrowers
  - Advance on loans per loan officer/borrower
- Verify loan payments received by Tellers
- Verify loan file maintenance
- Complete loan verifications
- Prepare/update CIFs for inclusion in loan presentations as needed
- Prepare lien releases, deeds of release, mortgages, etc.
- Prepare letters and other correspondence
- Prepare Payoff Letters
- Process payment for outstanding invoices (title companies, etc.)

**Qualifications:**

- 3-5 years previous experience as a Loan Administrative Assistant or similar role is required.
- Ability to effectively multi-task and prioritize workflow
- Ability to work accurately with close attention to detail
- Excellent verbal and written communication skills
- Microsoft Word and Excel
- In addition to possessing the skills necessary to perform the job, the employee must be willing and able to demonstrate these skills by coming to work on a daily basis, as scheduled.

<b>Equipment Requirements:</b>	<ul style="list-style-type: none"> <li>• Telephone</li> <li>• Voice mail system</li> <li>• Computer Monitor</li> <li>• Personal Computer</li> <li>• 10 Key Calculator</li> <li>• Typewriter - electronic</li> <li>• Copy Machine</li> <li>• Fax Machine</li> <li>• Multi-drawer File Cabinet</li> <li>• Multi-shelf Cabinet</li> <li>• Scanner/Digital Imaging</li> </ul>
<b>Software Requirements:</b>	<ul style="list-style-type: none"> <li>• Word Processing</li> <li>• Spreadsheets - Data Entry</li> <li>• Spreadsheets - Creation/Analysis</li> </ul>
<b>Physical Requirements:</b>	<ul style="list-style-type: none"> <li>• Moving objects weighing up to 20 lbs.</li> <li>• Sitting 90% of day</li> <li>• Standing 5% of day</li> <li>• Walking 5% of day</li> <li>• Removing objects from shelves</li> <li>• Dexterity/Coordination</li> <li>• Reading material/PC Monitor</li> <li>• Writing/typing</li> <li>• Speaking/Communicating</li> <li>• Listening/Hearing</li> <li>• Ability to perform repetitive hand movements (i.e. when performing data entry)</li> </ul>
<b>Other Information:</b>	<p>Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to this job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required.</p> <p>Accommodations will be made to allow for meeting requirements when it does not place an "undue hardship" on Security Bank of Kansas City.</p> <p>Security Bank of Kansas City is an Equal Opportunity / Affirmative Action employer.</p>