



Loan Admin Assistant

Purpose: Responsible for assisting in the supervision the Loan Operations Department of the Bank. Effectively support the lending team for all locations. Maintain best practices in loan operations related processes and procedures. Team player with the ability to be influential and establish positive working relationships across the organization. Expertise in servicing of loans are essential.

Essential Duties and Responsibilities:

- Assist the Loan Operations Supervisor with the daily operations of the department in an efficient and effective manner
- Maintain an efficient and productive working environment within the department based on continuous and effective staff communication. Achieve established departmental goals within defined timelines.
- Successfully interact with the lending staff at all locations to improve accuracies and efficiencies.
- Have a working knowledge of the loan operation policies and procedures to ensure compliance with State and Federal regulations and internal compliance requirements.
- Communicate with Loan Operations Supervisor to coordinate system and control activities related to loan documentation and monitoring.
- Gather all necessary documents from the loan officers to produce loan documents
- Review all gathered pending documents for accuracy, completeness, loan authority, lien position, insurance, flood insurance, collateral, appraisal, coding, risk rating, disbursements, etc.
- Contact appropriate parties by email, telephone or fax to verify or obtain required information
- Ability to process all loan requests within an allotted time frame
- Thorough understanding of loan documents, as well as documentation language and laws
- Prepare and send all completed loans to the appropriate parties
- Assist loan officers in reviewing loan documents and scheduling loan closing.
- Complete post-closing functions to include disbursing loan proceeds. Process fees from appropriate general ledger accounts to pay third party vendors.
- Prepare and process collateral documents to perfect collateral.
- Process customer transactions such as wire transfers, loan payments, advance requests and payoffs ensuring funds are applied to appropriate accounts.
- Prepare loan and credit file documents for imaging.
- Provide pro-active customer service and problem resolution, including researching and resolving customer inquiries.
- Manage exception reports and resolve past due items.
- Other duties as assigned.
-

Position Specific Responsibilities

- Responsible for complex commercial loans and specialty loans such as Agriculture and SBA loan process and documentation.



P.O. Box 67 • 221 N. Main St • Lakin, KS 67860
(620) 355-6222 • Fax: (620) 355-6050

PO Box G • 1910 E Mary St. • Garden City KS 67846
(620) 271-9700 • Fax (620) 271-9701

- Process consumer loans as needed.
- Edit loan documents per loan officer recommendation.

Experience and Skills Required

- LaserPro software expertise preferred
- Proficient use of computer; working knowledge of Microsoft Office
- Banking and Loan Knowledge, including policies, procedures, and compliance.
- Ability to multi-task in several computer applications.
- Self-motivated and able to work independently
- Good verbal and written communication skills, in addition to good listening skills
- Proficient in data entry /typing skills
- Enjoy working in a fast-paced environment while maintaining a professional attitude
- Pays attention to detail and displays good organizational skills
- Ability to process all loan requests within an allotted time frame.
- Thorough knowledge of loan documentation
- Time management and prioritization skills necessary to manage workload
- 4+ years Loan processing experience required

You will enjoy a professional business environment. Work hours are generally during regular, weekday business hours, with a Saturday rotating schedule.

Benefits include paid holidays, personal and sick leave, medical insurance, life insurance and 401K contributions.

Tasks frequently require prolonged, mental, and visual concentration. At times, you may experience pressure or stress as you strive to complete multiple priorities within established deadlines. Some bending, turning, lifting and twisting is required.

Schedule: 8:00 AM – 5:00 PM Monday-Friday

8:40 AM – 12:15 PM Saturday

Schedule may vary with business needs.

We are an Equal Opportunity Employer and qualified applicants or employees will receive consideration for employment without regard to race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, mental or physical disability, genetic information, protected veteran status, or any other category protected by applicable federal, state or local laws. Member FDIC
All applicants must be legally authorized to work in the US

Apply for this job:

<https://kcbank.bamboohr.com/careers/53>