



JOB DESCRIPTION

POSITION: Loan Officer / Senior Loan Officer

DEPARTMENT: Loan Department

REPORTS TO: EVP/Chief Credit Officer

EXEMPTION STATUS: Exempt

SUPERVISES: None

MAJOR DUTIES AND RESPONSIBILITIES:

1. Complete the underwriting of the application to include the analysis of applicants' financial status, credit, and property evaluation to determine if loan requests meet the bank's and lending criteria. Evaluates the sources of repayment on loan requests and does a competition analysis.
2. Develops an understanding of bank policies and procedures as well as SBA standards and SOP's. Reviews the loans for eligibility and verifies same.
3. Completes the customer interview. Makes an assessment of the customer and resolves outstanding questions related to the transaction.
4. Develops expertise in use of Bank loan systems.
5. Submits the loan request to Credit Administration to secure approval for the transaction. Works closely and directly with the credit officer, answers questions about the loan and the customer which allows the credit officer to become comfortable with the request.
6. Orders third party appraisal on real estate, business valuations and environmental assessments. Reviews documentation upon completion for compliance with loan conditions.
7. Communicates with lending personnel regarding the loan request.
8. Coordinates with the Loan Packager to ensure all documents are packaged and sent.
9. After the loan is approved, issues the commitment letter and tracks until it is returned signed and accepted.
10. Develops industry expertise in serving specified market niches.
11. Ensures a smooth transfer of the customer to the Loan Closing Specialist for the closing and funding of the loan.
12. Keeps abreast of economic conditions, changes and trends in customers' businesses, the banking industry and the specific market niches targeted by the bank.
13. Supervise and training team members and Review complex credit (Senior Loan Officer)

Qualifications:

1. Minimum Education: Bachelor's Degree
2. Minimum Experience: at least 2 (Loan Officer) years, 5 (Senior Loan Officer) years of underwriting experience

Requirements:

1. Dependability, reliable, and a self-starter with multi-tasking skills.
2. Professional demeanor
3. Proficient in Microsoft Office applications including Word, Excel and Outlook