

Loan Administrator

Summary

Northwest Bank serves the business and professional communities of Idaho, Oregon and Washington. We were founded in 2008 on the idea that experience and exceptional service matter and should be expected, and that banks should be strong partners with their customers in finding creative financial solutions that work.

To achieve that goal, we need great leaders on our team. People who share that vision and our values, who know their customers and work hard for their benefit, and lead the whole team to deliver successful financial solutions.

About this Position:

This position is responsible for preparing commercial, SBA, consumer and commercial real estate loan documents for all types of collateral and ensuring all collateral is documented to protect the Bank's interest.

This person works closely with Relationship Managers from the point of loan approval to prepare loan documents, board and image loans, provide follow-up and ongoing maintenance through final payoff. They function as part of a team and individually to ensure a high level of customer service to internal customers as well as bank clients in a professional manner.

Are you right for this position? Do you have the experience, leadership qualities and know-how required to succeed in this position? Specifically:

- Perform assigned duties in accordance with the Bank's Mission, Vision and Core Values statements, and provide the Bank's customers with exceptional service in accordance with the Bank's customer service standards.
- Work closely with Relationship Managers, SBA Loan Administrator and Regional Loan Administration Manager to provide administrative support of commercial, SBA, consumer and commercial real estate loans on an ongoing, day-to-day basis, including documentation, note boarding, servicing, file maintenance, research, and secondary market sales of SBA loans.
- Work in partnership with production teams as a liaison with customers, attorneys, and title company representatives, during all phases of financing as required.
- Order and analyze UCC pre-search reports to ensure the Bank's lien position for UCC collateral types; prepare termination, assignment or subordination filings to assist in clearing existing liens. Order necessary preliminary title reports, flood searches and other necessary documentation and assist with packaging and submission of SBA loans as needed.
- Using LaserPro, LawyerPro, SBA Lending Solutions and approved word documents as needed, prepares loan documents according to the approved credit memo, ensuring that all terms of the loan as approved are incorporated in the loan documents. Ensure that all closing conditions are met and that loans are closed within time frames that are consistent with exceptional customer service. Order and analyze title insurance commitment reports including title exceptions, endorsements and prepare title/escrow instructions.

- Process participation loan activity, to include note boarding, servicing and data verification.
- Board notes on core system; monitor note rate re-pricing and other pre and post close tasks; ensure completeness and accuracy.
- Scan loans into the AccuAccount system in a timely manner, ensuring that the system is properly maintained with sufficient documentation for third-party loan review.
- Perform quality control review for accuracy of loan documentation and note boarding.
- Maintain a working knowledge of and compliance with all banking regulations and SBA Standard Operating Procedures (SOP) related to the lending function and other areas of the Bank as appropriate.
- Be knowledgeable of and promote all bank products and services.
- Provide timely and responsive customer service.
- Process monthly SBA 1502 Colson report accurately and within the deadline, as assigned.

Requirements

- Four or more years' experience in commercial loan administration, to include experience in SBA related documentation, servicing, and reporting.
- Familiarity with SBA Standard Operating Procedures.
- Exceptional client service skills.
- Thorough knowledge of credit services and other banking services.
- Thorough knowledge of lending policies and procedures.
- Attentive to details.
- Computer skills including Windows-based software, word processing and spreadsheet applications, internet usage, electronic mail, and bank software.
- Effective oral and written communication skills.
- Ability to function in a team environment.

If this sounds like the right position for you, please send a cover letter and resume to heidi.wiencken@northwest-bank.com.