



POSITION TITLE: **Lending Specialist**

CLASSIFICATION: **Non -Exempt**

DEPARTMENT: **Lending**

REPORTING RELATIONSHIPS

POSITION REPORTS TO: AVP of Retail Lending

POSITIONS SUPERVISED: None

Position Summary:

As a Lending Specialist you are responsible for supporting all lines of business by booking and servicing new and existing loans including the provision of quality control checks post-closing.

Duties and Responsibilities:

- Processing consumer and mortgage loans promptly
- Preparing and organizing loan files
- Reviewing loan files to verify that documentation is complete and meets establishment standards
- Verifying data input accuracy
- Following up as necessary to gather suspense documents and satisfy conditions to comply with approvals
- Assisting with tracking and resolution of credit and collateral exceptions including taxes and insurance
- Producing payoff quotes and processing lien releases
- Assisting with audits and examinations responding to questions and document needs.
- Participating in collection activities communicating with members via phone, mail and secure email.
- Assisting with special projects as needed
- Performing other duties as assigned.

Qualifications:

- Strong teamwork and customer service skills
- Strong verbal, listening and written communication skills
- Ability to work effectively in a multi-task high volume environment
- Strong proficiency in PC applications specifically MS Word and Excel with the ability to move swiftly and accurately between multiple applications
- Self-motivated and results-oriented
- High degree of patience and problem-solving ability
- Excellent organizational skills with the ability to multi-task, prioritize and follow-up