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# SENIOR COMMERCIAL LOAN ADMINISTRATOR

Full/Part Time, Exempt/Non-Exempt  
Reports to Loan Operations Manager  
Date: November 14, 2019

## Who We Are

At Seattle Bank, our mission is to be a unique financial resource to our community by providing our clients a personalized experience and peace of mind. We know that we create value for clients by aligning the right resources behind them and their dreams. We achieve that alignment through a shared sense of vision, urgency, and possibility.

We're unlike most banks, in that we are highly focused on providing tailored services to individuals and families, business owners, and businesses. That focus enables us to customize solutions to a unique personal or business situation. We leverage a great team and great technology to move quickly, and to make things easy for our clients.

## Position Summary

The position of Senior Commercial Loan Administrator is responsible for administering the Bank's commercial, construction and consumer loan portfolio by partnering with Relationship Managers, Credit Administration and Loan Operations to process, document, book, fund and service all new commercial, construction and consumer loans.

## Essential Duties

- Prepare loan documentation for all types of loans to include commercial, construction and consumer loans while ensuring compliance with the credit approval, policies, laws and regulations.
- Board new and renewed loans accurately and timely, disburse loan funds, and maintain organized electronic collateral files.
- Act on items affecting the disbursement process, including change orders, sufficiency of funds, liens, set asides, restricted starts, etc.
- Order and review third party reports based on collateral type to include title commitment policy, flood determinations, environmental reports, UCC searches and tax monitoring.

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• [seattlebank.com](http://seattlebank.com)  
• 206.281.1500



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- Analyze title insurance commitment reports for acceptability and required endorsements to meet bank guidelines. Coordinate the clearing of title issues/exceptions that need to be removed and prepares title/escrow instructions.
- Ensure that the bank's lien position on collateral has been accurately and timely perfected and protected through UCC filings, Deed of Trust recordings, and assignment of applicable insurance policies.
- Coordinate complex loan deals, including working in partnership with Relationship Managers, customers, attorneys, appraisers, title company representatives and other applicable parties during all phases of the loan closing.
- Manage and monitors loans on an ongoing, day-to-day, and transactional basis working in close partnership with the Relationship Managers, customers and Loan Operations team.
- Participate in the preflight generation process with the Relationship Managers and Credit Administration to ensure that all documentation requirements are identified before approval.
- Mentor and train junior Loan Administrators.
- Assist Loan Operations Manager with special projects related to streamlining loan workflow, procedures and systems.
- Provide reports and files as needed for Management, Auditors, Regulators and/or the Board as necessary.
- Follow all Bank policies, procedures, compliance regulations and training requirements.
- Keep up to date on applicable regulation changes.
- Provide quality customer service to all internal and external clients at all times.

## We'd love to hear from you if you have:

- Minimum five (5) years of experience in processing, preparing loan documents, booking, funding and servicing all types of commercial and consumer loans.
- Minimum five (5) years of experience in reviewing business entity documents for completeness and accuracy.
- Bachelor's degree (BA) or equivalent from a four-year college or university preferred.
- Demonstrated ability to analyze title policies, environmental reports, flood determination, insurance requirements, and UCC filings.

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- Strong knowledge and experience in using the LaserPro system required; previous Fiserv Precision loan software system experience preferred.
- Loan administration experience with knowledge of borrowing based lending, construction lending, letters of credit, and multiple collateral properties.
- Strong organizational skills with the ability to work on multiple projects requiring flexibility with changing priorities and ability to prioritize to meet deadlines.
- Knowledge of related state and federal banking compliance regulations, bank operational and lending policies and procedures, and the bank's products and services, including applicable lending regulations.
- Exceptional verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, train personnel, read, analyze and interpret documents and professional journals, understand procedures, write reports, correspondence and procedures, speak clearly to customers and employees.
- Proficiency with personal computers and related software packages such as Word and Excel.
- Excellent organizational and time management skills.
- A positive team outlook and an ability to work well with others.
- Ability to work with minimal supervision while performing duties.

## Interested?

Please send a cover letter and resume to [jobs@seattlebank.com](mailto:jobs@seattlebank.com).

Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas. Employment at Seattle Bank is on an at-will basis.

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