
Senior Commercial Loan Administrator

Full Time, Exempt

Reports to Loan Operations Manager

March 3, 2020

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

- Prepares 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.
- Acts 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.
- Analyzes 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.
- Ensures 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.

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Senior Commercial Loan Administrator

- 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.
- Manages 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.
- Participates 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.
- Provides reports and files as needed for Management, Auditors, Regulators and/or the Board as necessary.
- Follows all Bank policies, procedures, compliance regulations and training requirements.

Minimum requirements

- 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.
- Strong knowledge and experience in using the LaserPro system required; previous Finastra Phoenix loan software system experience preferred.



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- 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.

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.

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