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# Loan Product and Technology Manager

Full Time, Exempt

Reports to EVP, Credit and Loan Operations

April 26, 2021

## Position Summary

The position of Loan Product and Technology Manager is responsible for managing the implementation and updates of all systems that support the loan origination, servicing and monitoring of loans owned or managed by Seattle Bank. Ensures that the systems support the most efficient processes and that teams are sufficiently trained on how to best utilize the systems. Leads the creation and implementation of new or expanded loan products.

## Essential Duties

- Manage the ongoing updates to existing systems, as well as the implementation of new systems and their integration into existing systems and processes. This includes all design, configuration, and testing of applicable systems.
- Collaborate with Loan Operations, Credit, and the Relationship Managers to ensure that the systems are configured to support the most efficient and streamlined processes and procedures.
- Manage the creation new loan products, or modifications to existing loan products, by collaborating with applicable departments on the desired loan product, ensuring that all requirements for the product have been met, the systems are updated, processes and procedures are updated to incorporate the new product, and the teams are trained on the new product.
- Develops, in conjunction with Information Technology, a roadmap that guides future loan system implementations and updates and ensures that the roadmap is adhered to and updated accordingly.

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



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# Loan Product and Technology Manager

- Develops detailed user guides on how to use the various systems and updates the guides as necessary when updates are implemented.
- Perform system training for staff, new hire and ongoing.
- Assist with special projects within Loan Operations, Credit, Reverse Mortgage Loans or other departments as requested.
- Serves as system administrator for all loan systems as deemed necessary.
- Provides reports and files as needed for Management, Auditors, Regulators and/or the Board as necessary.

## Minimum requirements

- Bachelor's degree or equivalent from a four-year college or university; ten or more years of related experience and/or training; or the equivalent combination of education and experience.
- Extensive knowledge of Phoenix, LaserPro, Mortgagebot, and various ancillary systems used in conjunction with the core loan systems.
- Extensive knowledge of residential and commercial lending products, documentation, and data.
- 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.
- Ability to work with no supervision while performing duties.



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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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