

# Loan Operations Specialist

## Job Posting and Job Description

**Date:** September 1, 2022  
**Branch:** George West  
**Reports to:** Loan Operations – Loan Doc Prep Manager/Loan Servicing Manager

**Salary:** Based on qualifications

**Job Summary:** Assembles and verifies loan documents for accuracy. Inputs and updates loan data into bank's computer system. Provide assistance to new and established financial institution customers, including cross-selling of products and all associated services.

### Essential Functions:

- Provides administrative assistance to the loan officers and staff, including updating loan data into the bank's computers, preparing necessary documents and assembling of documentation for customer loans
- Ensures that loan files contain documents with proper signatures, dates, and other relevant data
- Maintains new and paid consumer loan files. Performs variety of clerical duties requiring knowledge of departmental procedures. Uses office computers for data input and other activities and orders credit reports
- Answers telephone inquiries and written inquiries concerning loan processing and information.
- Cross-markets bank products and services as appropriate
- Attendance is an essential job function

### Required Education, Experience and Skills:

- High school diploma or equivalent
- Knowledge of consumer and commercial loan documentation is preferred but not required
- Previous loan experience is preferred but not required
- Computer literate in Microsoft Office and Excel
- Able to communicate effectively orally and in writing
- Excellent phone skills
- Ability to handle multiple tasks and deadlines efficiently
- Self-motivated with good organizational skills
- Ability to exercise discretion and independent judgment
- Successful completion of loan training and any other required compliance training

### Physical Requirements:

- Ability to sustain close vision for long periods of time
- Ability to sit for long periods of time
- Full range of motion overhead
- Ability to stoop and bend to access files
- Ability to lift up to 50 pounds

**Contact Information:** Contact Diana Encinia at [dencinia@southtrust.com](mailto:dencinia@southtrust.com) or (361) 449-1571 Ext. 1237 or Shelley Maready at [smaready@southtrust.com](mailto:smaready@southtrust.com) or (361) 449-1571 Ext. 1243

Two (2) positions available.