



Job Description

Title: Loan Administration Manager

Location: Texas

Department: Loan Operations

Supervisory Responsibility: Yes

FLSA Status: Exempt

Full Time / Part Time: Full Time

Job Summary: We are seeking a Loan Administration Manager to direct and manage the lending operations groups of SouthTrust Bank N.A. The Loan Administration Manager will report directly to the Chief Credit Officer.

Essential Functions:

- Oversees the management of Loan Operations with operational interface with First Lien and Second Lien Operations.
- Provides resources and training as needed for lending operations personnel and front-line staff.
- Ensures that the bank's lending operations procedures and process are efficient and up to date.
- Participates with Senior Management on bank projects or initiatives involving the lending functions of the bank.
- Works with the Compliance Officer to ensure the bank's processes, policies and procedures are in ongoing compliance with all regulatory requirements for loan administration.
- Responsible for audit production for all lending operations and lending compliance audits and regulatory exams for the bank.
- Works with Senior Management to ensure that the bank's LOS accurately captures and enhances the bank's lending processes on an ongoing basis.
- Serves as a resource on loan administration for all bank staff.
- Other duties as assigned by management.
- Attendance is an essential job function.
- Regular travel to other SouthTrust Bank N.A. locations is required.

Required Education, Experience and Skills:

- High school diploma or equivalent; bachelor's or associate degree preferred.
- At least 10+ years of management experience in commercial bank loan operations.
- Working knowledge of lending compliance and mortgage operations.
- Computer literate in Microsoft Office and Excel.
- Good written, verbal, and supervisory skills.
- Excellent phone skills.
- Ability to manage multiple tasks and deadlines efficiently.
- Ability to adapt to and implement changes to enhance productivity.
- Self-motivated with good organizational skills.
- Ability to exercise discretion and independent judgment.
- Working knowledge of Abrigo and Jack Henry is preferred.
- Experience with several different bank loan operations departments preferred.

Work Environment and Physical Demands:

- Position primarily involves sedentary work performed at a desk and on a computer.



- Must be able to remain in a stationary position for extended periods, with opportunities to stand or move as needed.
- Requires frequent use of a computer, including viewing a monitor and using a keyboard and mouse for extended periods.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

Disclaimer: This job description is not an inclusive list of all duties and responsibilities of the position. Incumbents will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. SouthTrust Bank N.A. reserves the right to amend and change responsibilities to meet business and organizational needs.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. SouthTrust Bank is an Equal Opportunity Employer. Member FDIC.

Contact Information: Pam Fleming (Human Resources) at pfleming@southtrust.com / 713-722-3550, ext. 1638