



CHESAPEAKE
BANK AND TRUST COMPANY

Job Title:	Loan Administrator	Date Last Updated:	8/1/17 (New)
Department/Group:	Lending	Position Type:	Full time
Location:	Main Office	Reports To:	Senior Lending Officer

Job Description

ROLE AND RESPONSIBILITIES:

Provides administrative support to the Loan Officers, including:

1. Preparing consumer, mortgage and commercial loan disclosures & documents
2. Performing pre-closing tasks (Credit Bureau reports, Lien searches, Flood certifications, etc.)
3. Booking and maintenance of loans on the Bank's core operating system
4. Processing loan disbursements and payments
5. Does post loan closing follow-up
6. Stays current on applicable lending regulations
7. Prepares and maintains loan files
8. Preparing various Loan Dept. reports
9. Handles borrower inquiries
10. Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

High School diploma required. 3-5 years experience in loan accounting, documentation and administration preferred.

PREFERRED SKILLS

1. Good verbal and written communication skills
2. Good interpersonal skills
3. Excellent attention to details
4. Strong ability to multitask
5. Proficient in Microsoft Office

Job Description Acknowledgement

I have reviewed this job description that describes in detail the functions along with the skills, knowledge, and behavioral traits needed to satisfactorily perform the duties of this position.

I have a thorough understanding of the function, requirements and skills needed for this job and what is expected of the person filling this position.

Print Name

Signature

Date