



Job Title:	Loan Document Specialist
Position Type :	Hourly, Full Time (non exempt)
Job Description: Ensure regulatory and bank policy compliance of lending (commercial, mortgage, consumer) with an emphasis on mortgage loans	
<p>Job Purpose: To maintain compliance with loan standards, policies and procedure and regulatory guidelines</p> <p>Duties:</p> <ul style="list-style-type: none"> • Ensure loan files are maintained to meet regulatory requirements • Review loan files prior and post-closing • Responsible for ensuring that all loan documentation is complete, accurate, and verified and complies with company policy • Review file documentation and make sure all required documents are obtained and are in the file • Ensure all documents are signed as appropriate • Track loan exceptions, missing documents and incomplete files • Order and coordinate loan documents • Input proper loan information into the system for processing, and review loan input from prior business day • Continual monitoring of required customer information and retrieval in a timely manner. Including but not limited to current applicable fire/flood insurance, financial statements and tax returns • Meet crucial deadlines requested • Perform any additional duties/activities assigned by management. Contributes to team effort by accomplishing related results as needed • Participates in continuing education opportunities as deemed necessary by management • Any duties or assignments relative to the operation of this financial organization deemed necessary and appropriate by management <p>Skills/Qualifications:</p> <p>A bank loan document specialist must have an in depth knowledge of TRID requirements along with other Federal and state regulatory requirements and guidelines. He or she is also able to work in a team-oriented environment and can work well with team members. He or she has strong PC skills and is not only professional but also organized. A bank loan document specialist has outstanding phone etiquette as well as customer service skills</p> <p>Five years mortgage lending experience preferred</p> <p>Physical Requirements:</p> <ul style="list-style-type: none"> • Sitting for long periods of time often at a computer or desk. • Verbal communication and full auditory functionality. • Some moderate lifting required. 	

BCBank, Inc.

