



Position: Loan Operations Specialist II
FLSA Status: Exempt
Pay Range: \$60,000-\$70,000

Department: Loan Operations
Location: Hammond, LA
Hours Needed: 8:30-5:00, Monday thru Friday

Position Summary:

Responsible for multiple functions the Loan Operations and Documentation department; loan processing and post-closing operations. Coordinate work flow of the loan operations department to ensure efficient loan closings, bookings, and servicing of loans. Provide support for issues presented by Compliance, Credit, and Lenders. Lead special projects to improve the function and efficacy of the loan operations department.

Job Responsibilities:

- Assist with loan processing and post-closing operations during times of high volume or employee absence
- Develop and implement best practices in operation processes, policies, and procedures
- Update and maintain the Approved Attorney List
- Evaluate and develop procedures to improve efficiency and increase production in the department
- Maintain updated knowledge and involvement in all areas of department; loan processing and post-closing procedures
- Create and provide production and exception reports to senior management
- Laser Pro administration and product creation
- Regularly meet with Compliance, Credit, and Lending to stay up-to-date on current procedures, changes, and regulations
- Achieve department goals within defined timelines
- Perform ongoing training, review, and communicate current or developing industry topics or standards, policy changes, and regulations
- Maintain knowledge and understanding of the Bank's Loan Policy and Credit Administration procedures and performs all responsibilities accordingly
- Conduct various assessments and audits to ensure department procedures are achieving accurate and desired results
- Interact with auditors, loan review, compliance, and examiners to assist in Bank reviews and examinations. Address and ensure necessary changes or recommendations have been implemented
- Assist customers and/or branch personnel as needed with questions pertaining to loan information
- Consistently supports the Bank and its Core Values
- Follow all bank policies and procedures.
- Additional duties may be assigned by supervisor.

Requirements:

- High school diploma or equivalent
- 5+ years relevant experience in loan operations (loan closing/documentation and post-closing operations)
- Advanced knowledge of Laser Pro, FDM, and TRID
- Knowledge of consumer and commercial lending, loan and lien documentation, and state and federal compliance and lending regulations
- Knowledge of banking regulations and operations

- Exceptional verbal, written, and interpersonal communication skills
- Proficient operation of Microsoft Office software, computers, and the ability to navigate software
- Excellent time management skills and ability to handle multiple priorities and projects, and adapt to changing deadlines
- Ability to work independently while having a strong commitment to team orientation
- Ability to lead and instruct others
- Excellent organizational, critical thinking, analytical, and problem-solving/decision-making skills
- Detail oriented
- Ability to comprehend new training, and adapt and relay changes in regulations, policies, and procedures

Benefits:

- Medical, Dental, and Vision Insurance
- Company Provided Life and Disability Insurance
- Paid Time Off
- 401(k) with Employer Match
- Tuition and Professional Development Assistance

American Bank & Trust is an Affirmative Action and Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.