

Member Business Services Loan Administrator – Job Description Summary

This position provides primary documentation, servicing and administrative support for the loan portfolio. Provides overall support and assistance for loan documentation preparation and servicing loans through support duties and assisting with ongoing loan documentation and servicing. This position is responsible to establish and maintain support systems, procedures, processes for new and renewal of loan documentation preparation, funding, follow up servicing and administration within the organization's policies and procedures.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment