



## Job Posting Commercial Loan Administrator

One Community Bank is searching for a dynamic and highly motivated person to fill our full-time **Commercial Loan Administrator** position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to: Talent, [careers@onecommunity.bank](mailto:careers@onecommunity.bank)

The one bank that's different from other banks. We began as a single location serving the Oregon, Wisconsin, community back in 1976. Since then, One Community Bank has grown to serve 11 locations in Oregon, Adams, Grand Marsh, McFarland, Middleton, Oxford, Stoughton, Sun Prairie, and Waunakee. Come grow with One Community Bank! **We have been voted Best Place to Work three years in a row!**

### Summary:

Provides timely processing of all incoming business lending, preparation of commercial loan documentation, loan closings, and portfolio management to ensure optimal functioning of the loan department. Maintains professional relationships with Commercial Bankers, Title Companies, clients, as well as other bank colleagues. Must perform daily duties with an awareness of time management, efficiency and preservations of company assets and resources.

### Essential Duties and Responsibilities of the Commercial Loan Administrator include:

- Compiling data, gathering information from various resources, and preparing closing documents
- Responsible for obtaining and reviewing all entity documentation, determining required signatories per the defined entity documents, and ensuring documents are prepared and appropriately executed to be a legally binding document.
- Utilizing LaserPro, prepare loan documents with appropriate structure, covenants, conditions and language with the utmost accuracy. Ensure timely delivery of documents.
- Order title and flood determinations
- Verify and review title reports, insuring appropriate title insurance coverage
- Liaise with title companies and coordinate loan closings along with wiring and disbursing funds
- Perfection of loan collateral in the form of mortgages, assignment of rents, title liens, UCC Filings, Assignment of Life Insurance, etc.
- Enter all new loans into the bank loan system and work with Servicing and Construction Departments when necessary
- Modification and renewal processing
- Core system maintenance
- Purchased and Sold Participation loan management
- Documentation management
- Tickler system maintenance

- Loan file maintenance
- Financial Statement management
- Provide excellent customer support to Lenders and external partners
- Notary license
- Respond to Quality Control and internal audit reviews, ensuring loan files are in compliance with established guidelines and policies
- Adverse Action process and documentation
- Answering phone calls and email inquiries, handling correspondence, and scanning documents.

**Required Qualifications / Skills / Abilities of Commercial Loan Administrator:**

- Detail oriented, able to work on multiple tasks concurrently, and have the ability to prioritize tasks consistently throughout each day
- Demonstrate a positive and pleasant attitude and be willing to assist in other Organization functions as needed.
- At least 2 years banking experience
- Must have High School diploma or equivalent, Associate or Bachelor's Degree preferred
- Experience in LaserPro and Abrigo is preferred, but not required
- Knowledge of loan documentation software, fair lending, project management, rules, regulations, policies and procedures in the financial services industry
- Knowledge of business and personal financial statements, tax returns, and credit reports
- Strong problem-solving skills
- Excellent communication and organizational skills
- Ability to make decisions on task priorities to ensure all deadlines are met
- Advanced Microsoft Office skills

**Benefits of the Commercial Loan Administrator:**

- 401(k), 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Short-term and Long-term Disability Insurance
- Pet Insurance



