

Commercial Loan Processor

Location: Schofield, WI
Job Type: Full-time



Intercity State Bank is currently looking to fill the role of Commercial Loan Processor at our Schofield office. This position is primarily responsible for providing administrative support of the loan department functions and for providing exceptional customer service. This position is supervised by the Senior Commercial Loan Processor and reports to our Executive Vice President.

Principal Duties & Job Responsibilities:

- Order, assemble & compile documents for loan files, such as title searches, appraisals, insurance forms, tax bills and loan forms.
 - Accurately prepare & type loan documents using bank software applications.
 - Process commercial loans using computer systems, disburse funds, file and maintain loan documents.
 - Provide post-closing support & continued maintenance on loan files, such as responding to customer inquiries, draw requests, title work & insurance follow-up, tax payments and loan payoffs.
- Provide contact with loan customers in person, by telephone & by email promptly and professionally.
- Work closely with loan officers and other loan processors to effectively complete loan closing packages while exceeding customer expectations.
- Maintain knowledge of various Federal and State banking regulations.

Education/Experience:

- Prior experience in business or consumer mortgage loan processing preferred
- Prior banking experience required
- Bachelor's degree or equivalent preferred
- Compensation commensurate with education and experience

Knowledge/Skills/Abilities:

- Understanding of mortgage loan closing process
- Excellent customer service and organizational skills
- Basic computer skills, with proficiency in learning new software applications
- Effective verbal and written communication skills
- Ability to deal sensitively with highly confidential information

- Strong multi-tasking and prioritizing skills, with the ability to work accurately and with interruptions, in a fast-paced work environment
- Detail-oriented with a mind for numbers
- Self-motivated and resourceful