

Notice of Job Opening

Loan Operations, Processing, & Servicing Department

Job Title: Commercial Loan Processor

Job Overview: On-site preparation of commercial loan documentation, work directly with lenders and title insurance companies.

Location: Coldwater, Michigan

Responsibilities:

- Coordinate with lenders and other parties involved in the loan process to gather necessary information and resolve any issues
- Ensure compliance with all applicable laws, regulations, and company policies
- Prepare all required documentation for closing packages with accuracy and in the timeline required
- Maintain confidentiality of borrower information and adhere to data protection guidelines
- Provide excellent customer service by promptly responding to inquiries and keeping lenders informed throughout processing

Requirements:

- Strong attention to detail and ability to accurately review and analyze documents
- Excellent communication skills, both written and verbal
- Ability to work independently and meet deadlines in a fast-paced environment
- Previous experience in financial services or loan processing preferred
- Familiarity with loan origination software and 10-key typing skills preferred

Note: This job description is not intended to be all-inclusive. The employee may be required to perform other related duties as assigned.