



Loan Operations Specialist

We are currently seeking a Loan Operations Specialist for our main office located in Cartersville, Georgia in our Loan Operations Department. The Loan Operations Department supports the lending team of Century Bank of Georgia.

Job Skills:

Preferred candidates must possess the following skills:

- Fast and accurate data entry and typing skills
- Ability to work in a team-oriented environment and work well with team members
- Proficiency with Microsoft Office applications including Word, Excel and Outlook
- Outstanding phone etiquette and communication skills
- Good customer service skills to handle diverse types of customers and situations
- Excellent organizational skills
- Self-Starter and goal focused

Primary Job Duties:

- Assist Lenders/Assistants with daily loan structuring for both Commercial and Consumer loans
- Review documentation request forms and prepare package for closing
- Obtain all loan Real Estate related information from Lenders/Assistants for loan processing
- Coordinate and schedule closing day and time with Lenders, Assistants and Attorney's
- Compile and prepare all loan related documents for loan closing for both Commercial and Consumer loans
- Input all loan information into Loan Platform system for processing
- Review and verify accuracy of all related loan documents after they have been prepared
- Assure that all customer files are complete and in compliance with regulatory agencies and internal policies
- Submit all loan related documents to Lender/Assistant for closing via hard paper file or email.
- Load all commercial and consumer loans, new and renewed, to the Core System promptly prior to the end of each working day
- Insure that all loaded loans are in balance daily
- Process all corresponding tickets and/or related transactions to balance each loan daily
- Prepare any/all documents for recording and lien perfection (including deeds, UCC's, titles, etc.)
- Process subordination requests
- Review Final Title Insurance policies for accuracy, submit for officer approval and update tracking
- Routinely deliver mail to the post office and recording documents to the courthouse
- Perform all loan documentation reviews of the Loan Processor (Real Estate)
- Enter missing loan documentation items on the collateral tracking system
- Communicate directly with Officers of any critical exceptions

- Manage UCC renewal/continuation process monthly and prepare and record UCC continuations as needed
- Order Real Estate appraisals for lenders
- Process line of credit advances per the officer's request
- Assist with submitting payoff requests to Clients, Lenders and Assistants
- Review HMDA requirements and CRA data along with HMDA LAR reporting info
- Review HMDA related files daily for completion and accuracy
- Input HMDA information into the HMDA LAR
- Other duties as assigned

EEO / Member FDIC / Equal Housing Lender