



## Job Posting

**Job Title:** Loan Administration Support – TRID Loan Processor

**Location:** Belle Plaine, Mankato, or St Peter

**Posting Date:** February 8, 2021

### **Job Summary**

This position is responsible for the processing of TRID loans from origination thru closing for both the Secondary Market and In-House loans. These duties include working closely with the Loan Officer in gathering and inputting of data, loan file management, preparing loan related documents and reports, processing loan payments, payoffs, adjustments and booking of loans.

### **Primary Duties and Responsibilities**

- Prepare loan related documents
- Interact with Loan Officer and Underwriter on submitting conditions of file
- Input new loan and maintenance changes
- Maintain and manage Pipelines
- Direct contact with secondary market vender on Secondary Market Loans through Purchase
- Process loan payments, advances, and paid notes
- Assist in the management of loan files and tickler lists
- Complete various month-end reports
- Process Consumer Construction Loans
- Performs other tasks as required or assigned

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### **Qualifications**

#### Education/Experience

- High School diploma or equivalent and Associates degree in related field preferred
- Prior bank experience in loan department is required

#### Knowledge, Skills, and Abilities

- Customer service oriented
- Computer skills necessary to operate software programs used within the department
- Problem solving and analytical skills to resolve issues in the department
- Knowledge of loan documentation, procedures, and regulations
- Ability to work to work independently

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