



Commercial Loan Specialist

We are looking to hire a full time Commercial Loan Specialist for our Morris branch. The Loan Specialist will provide administrative and operational support to the Lending Officers and be responsible for pre-closing and post-closing documentation and servicing loans.

Essential Duties & Responsibilities

- Answer client questions regarding their bank transactions for loans and deposits. Investigate client problems and initiate corrective actions as needed
- Provide general administrative support such as copying, printing, faxing, scanning and filing
- Create and review commercial loan documents and legal agreements as directed
- Communicate with lenders, attorneys, appraisers, insurance agents, title companies and other third parties to coordinate loan closings. Order collateral searches, flood determinations and other pre-closing documentation
- Ensure all documentation is complete and accurate. Coordinate funding. Clear any outstanding closing items
- Maintain a working knowledge of loan compliance, policies, procedures and regulations
- Assist with various Loan Operation projects as requested

Experience & Skill Requirements

- Strong communication (written and verbal) skills
- Organizational skills
- Ability to work independently
- Ability to maintain strict confidentiality
- Excellent follow through and follow up skills as well as being able to multi-task
- Attention to detail and accuracy
- Proficient in Microsoft Office Suite (Word, Excel)
- Experience with LaserPro Software a plus
- High school diploma or G.E.D.
- Two years commercial loan documentation experience preferred

Grundy Bank offers health insurance, life/disability insurance, 401k and more.

Equal Opportunity Employer Disability/Veteran reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Grundy Bank is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.