

Senior Loan Documentation Specialist

First Landmark Bank has an immediate opening for a **Senior Loan Documentation Specialist**. This position is located at 2970 Clairmont Road, Suite 400 Atlanta, GA 30329.

Job Duties include:

- Prepare commercial and consumer loan documentation through the Bank's Loan Platform system as required to meet stated Service Level Agreements
- Includes all lines of business as applicable (C&I, CRE, Consumer, SBA)
- Utilize a variety of resources including Loan Platform, word templates, and adobe fillable documents
- Includes new loans, renewals, modifications, extensions, and other required documentation as requested
- Review final documents for completion and accuracy
- Ensure all documentation is prepared based on the product and loan approval
- Record activity on assigned loans in department's loan activity log
- Ensure work is completed and delivered on time and accurately by planning, coordinating and monitoring daily loan activity
- Ensure documentation is prepared in accordance with the terms and conditions of the credit approval and in compliance with regulatory requirements as related to local, state, and federal guidelines
- Communicate and partner with lending specialists, lenders, and credit administration for information required to complete documentation request
- Act as backup to Department Manager to ensure funding reports are distributed and incoming loan requests are assigned and entered into loan tracker
- Other duties, responsibilities, and projects as instructed

College degree preferred; 5-10 years professional work experience acceptable.

5 years experience in loan documentation or loan administration environment. Successful track record in managing high volume tasks.

3 years of loan platform experience producing loan documentation.

Thorough knowledge of Commercial and Consumer loan documentation and terminology.

Knowledge of local, state, and federal rules and regulations relating to loan documentation.

Ability to read and interpret loan documents, title commitments and policies, and other loan documentation as required.

First Landmark Bank is an Equal Opportunity Employer committed to diversity in the workplace. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, sexual orientation, gender identity, national origin, disabled or veteran status.

Benefits include medical, dental, life insurance, 401(k), flexible medical spending account, paid accrued vacation, and sick time. Please send your resume with salary history and requirements to lpharr@firstlandmark.com or fax resume to 770-919-1570.