

# Loan Servicing Specialist I

## First Landmark Bank

First Landmark Bank has an immediate opening for a **Loan Servicing Specialist I**. This position is located at our Clairmont office at 2970 Clairmont Road.

Job Duties include:

- Assist with statement and notification mailings
- Assist with departmental filing
- Assist with answering incoming customer calls on group servicing line
- Sort and Distribute incoming mail (USPS, courier, FedEx, UPS)
- File Preparation (booking, draws, paid outs, and other as needed)
- Deliver incoming Collateral Files from Post Closing to collateral file room
- General Ledger reconciliations (reconcile and distribute)
- Servicing Inbox review in a limited capacity to become familiar with and begin to understand requests, identification of requests, categorization and disposition of requests
- Payment processing (USPS, FedEx, UPS)
- Basic Advance processing
- Tickler Updates
- Process basic weekly tickler updates –(Non AR and Collateral Monitoring)
- Process miscellaneous tickler updates
- Property Tax monitoring
  - monitor annual taxes on existing real estate loans for timely payments
  - alert management of unpaid, penalized, or FiFa properties
- Property Insurance monitoring (non-eligible Bank Mortgage Protection Policy)
  - monitor insurance on applicable loans by working with agent, lending specialist, or client to maintain updated insurance policies
- End of Year Tax Statement information and research
  - provide end of year tax statements as requested by clients
  - research and respond to any questions regarding end of year statements
  - Timely response to simple research requests
- Work with specialists II to further knowledge and gain understanding of next level responsibilities
- Other duties, responsibilities, and projects as instructed

Must be able to perform responsibilities with composure under the stress of deadlines, and meet requirements for extreme accuracy and quality at a fast pace. Able to work in a team oriented environment.

High School diploma or equivalent required, college degree preferred but not required.  
Minimum of 1 year bank experience required: loan assistant/loan operations experience and knowledge of Fiserv system a plus.

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](mailto:lpharr@firstlandmark.com) or fax resume to 770-919-1570.