

BankSouth

Loan Collateral Specialist

Work for the best in the business! BankSouth has been named a top performing community bank in the nation for a fifth consecutive year.

Year after year, our customers get to know us and we get to know them. Not just about financial goals, but about families and lives. In fact, we've been serving some customers for over five generations. BankSouth is locally owned and managed with board members who have served for decades and has become the leading financial institution in the Lake Oconee area with over 53% deposit market share. The culture of our bank and the attitude of our employees who work here -- most who have been with us for years-- has and always will be about relationships and providing service that is above and beyond.

Major Duties and Responsibilities:

- Responsible for scanning and uploading closing loan file to the imaging system.
- Sends necessary documentation for recording to the appropriate state and county
- Process all paid out loans including deed releases, UCCs, titles, CDs, etc.
- Lien Perfection of titles, UCC's, security deeds and any other collateral taken
- Work with lending staff in resolving discrepancies in collateral documentation
- Maintain critical loan files in central file repository
- Maintain/process non-critical loan files to include purging and offsite storage
- Handle the processing of all payoff requests
- Answer questions from internal and external customers about their loans, processes and documentation
- Ensures compliance with all applicable regulations, policies and procedures
- All other duties as assigned by management

Core Characteristics and Skills:

- Advanced knowledge of core operations systems
- Advanced knowledge of nCINO and all other job-specific software
- Maintain a high level of client confidentiality
- Sound oral and written communication skills
- Strong attention to detail and organizational skills
- Interpersonal Skills that invoke a team approach and cooperative attitude
- Proficient with Adobe, Word, Excel, and PowerPoint
- Knowledge of Loan Policy and Procedures

Click [HERE](#) to apply today!

BankSouth is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, or veteran status. BankSouth Mortgage is an Equal Employment Opportunity (EEO) Employer committed to diversity in the workplace. It does not discriminate against any qualified employee or applicant on the basis of age, race, color, sex, religion, national origin, disability, protected veteran status, genetic data, gender identity, sexual orientation or other legally protected status.