

Commercial Loan Processor **(Chattanooga, TN)**

Summary

The Commercial Loan Processor is responsible for processing commercial loan requests, which include but are not limited to unsecured, CD secured, vehicle secured, Letters of Credit, Lines of Credit, UCC secured and Commercial Real Estate secured. Employees in this position will build relationships with internal clients, Title Companies and Attorneys to provide the highest level of quality service and support.

Essential Duties, Responsibilities & Accountabilities

- Receive and review assigned document preparation request form and determine appropriate documentation needs.
- Review loan approval and terms to ensure loan is processed as approved.
- Responsible for reviewing Organizational Documents for proper loan signing authority and the preparation of Borrowing Resolutions.
- Work closely with credit underwriters to produce borrower and loan specific Business Loan Agreements.
- Responsible for ordering of flood determination to determine flood status. If applicable, coordinate flood approval with Corporate Compliance Officer.
- Responsible for ordering all title work and/or title commitments as required by loan policy and forwarding to the lender for review once received.
- Responsible for ordering appraisal through the appraisal department.
- Responsible for ordering UCC Searches and determining lien status.
- Responsible for ordering GRS verifications on small business loans.
- Responsible for reviewing property insurance and verifying property taxes are current.
- Ensure all conditions have been met and loan is clear to close before forwarding documents to lender.
- Create documents in document processing system and forward to lender & underwriter for review.
- Coordinate closing with the lender and/or Title Company.
- Responsible for filing of UCC Financing Statements and Continuations as applicable.
- Responsible for clearing all collateral exceptions on CDP processed loans.

*Other duties as assigned

Skills & Competencies

Qualifications

- Associate's Degree or equivalent from a two year college or technical school; or equivalent banking experience.
- Familiarity and experience with commercial loan documentation required.
- Laser Pro experience preferred but not required.
- Must be able to manage workflow to ensure timely delivery of documents.
- Must be able to understand and abide by all applicable regulations.
- Must have excellent organizational skills.
- Basic computer skills and working knowledge of Microsoft Excel and Word.
- Must be able to problem solve and determine solutions for problems of their own accord.
- Must be able to multi-task and time manage.
- Must be able to work under time constraints.
- Must be able to handle stress effectively and work in a fast paced environment.
- Must be able to communicate effectively with all internal business partners and external customers.
- Must be detail oriented.

To apply, visit www.atlanticcapitalbank.com/careers.