

Position: Loan Operations Specialist
Location: Thomasville, GA
Reports to: Loan Operations Manager
Department: Loan Operations
FLSA: Non-Exempt

Summary:

The position of Loan Operations Specialist is responsible for providing operational and administrative support for commercial and residential lenders by preparing, posting, and maintaining mortgage and commercial loan files.

Primary Duties and Responsibilities:

- Processes loans by ordering flood determinations, title insurance, surveys; request and review all CIP entity documents to include but not limited to operating agreements and partnership agreements; and set up tax service contracts on applicable real estate loans.
- Responsible for verification that tax services are set up correctly when processing renewal packages.
- Produces requested loan document packages utilizing the bank's document preparation system, for all loan types and for both new and renewed loans on all in-house prepared packages, within time frame requested.
- Processes all new, renewed and extended loans to the bank's core system.
- Prepares of new loan file or organization of existing loan file.
- Processes partial release requests by preparing partial release forms after verifying appropriate approval. Prepares subordination of mortgage forms as approved and requested.
- Assists with all file needs during audits and exams.
- Responsible for assisting with filing documents in loan files.

Minimum Qualifications:

- High School diploma or GED; Associate's degree (AA) or equivalent degree from a two year college.
- **1-3+** years of relevant work experience in banking or a financial services environment.

Equal Employment Opportunity Policy:

TC Federal Bank 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, pregnancy or veteran status.

Interested parties should email resume to greatbankers@tcfederal.com to apply.