



@ your service

JOB DESCRIPTION

POSITION TITLE: Construction Loan Administrator, Sr

DEPARTMENT: Real Estate Lending
REPORTS TO: Real Estate Administration Manager
FLSA: Exempt
DATE PREPARED: August 2017

JOB SUMMARY:

Loan administration of complex residential construction, commercial construction and land development loans.

RESPONSIBILITIES:

- Administer construction loan portfolio. Process loan advances and reductions, track insurance, quote payoff figures, and apply interest payments.
- Construction monitoring of both residential and commercial loans. Set up Excel workbooks with loan specific draw schedules for complex loans.
- Coordinate all site inspections for loan draws relating to the construction loans and title bringdowns.
- Ability to establish draw schedules and budget tracking using Excel workbooks based on the requirements of the loan approval, loan documents, and construction contract (if applicable).
- Careful review of draw request to identify possible budget problems, and elevate to supervisors with recommendations for resolution.
- Review inspection reports and draw documents for accuracy, and for conformance with the budget, loan approval, and Loan Agreement.
- Approve draws jointly with loan officers
- Update ledgers, budgets, and the funding log.
- Work with title company to obtain Partial Satisfaction Certificates for processing within 30 days of receipt of payment.
- Prepare quarterly Project Status Reports for review by, and signature of the loan officer.
- Understanding of AIA construction documents, and the ability to identify and elevate issues contrary to documentation.
- Administration of participation loan, both purchased and sold.
- Backup Construction Loan Administrators in their absence.

SKILLS/QUALIFICATIONS:

- High school diploma or equivalent required.
- Bachelor's degree in Business or related field or minimum of five (5) years of prior related working experience
- Proficient in Word and Excel.
- Strong attention to detail and accuracy.
- Exercise sound judgement, and excellent independent decision making skills.
- Excellent communication and organization skills.
- Provide excellent customer service to both internal and external customers.
- Familiar with FIS (or similar) loan system preferred.
- Ability to adhere to set turnaround time on all draw requests.

KEY COMPETENCIES:

- Critical thinking
- Independent decision making & sound judgement
- Client relationship management
- Detail Oriented

ESSENTIAL FUNCTIONS:

- Ability to observe, perceive, identify, and translate data.
- Ability to converse, and exchange information with all levels of staff within organization.
- Sufficient dexterity of hands and fingers to efficiently operate a computer keyboard, mouse, and other computer components.
- Sitting for extended periods of time.

This job description is not intended to be all-inclusive and the employee will also perform other duties as assigned. It is not an employment contract. United Bank reserves the right to modify job duties or job descriptions at any time.