



BRIDGEVIEW BANK GROUP

Bridgeview Bank is seeking a Commercial Loan Documentation Specialist with 3-5 years of experience in LaserPro to join our Loan Operations team. Please find details about this position through link <https://bridgeviewbank.com/careers>. We will offer competitive compensation and excellent benefits. If you are interested, please forward your resume to [careers@bridgeviewbank.com](mailto:careers@bridgeviewbank.com)

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## JOB DESCRIPTION

Job Title	Commercial Loan Documentation Specialist		
Reports to	Loan Operations Manager	<i>EE</i> <i>Type</i>	Non-exempt Band 3
<b>POSITION PURPOSE</b>			
Responsible for creating commercial loan documents accurately, timely and providing support to the lending department.			
<b>COMPETENCIES</b>			
<b>Communication</b>			
Good listening skills; asks questions to ensure understanding. Explains reasoning behind own opinions. Shares knowledge, demonstrates openness and honesty. Writes and speaks effectively, states own opinions clearly & concisely. Communicates complex/difficult messages in simplified terms. Uses a professional approach when communicating to others. Conveys ideas and facts orally and in writing - using language the audience will best understand.			
<b>Cooperation &amp; Teamwork</b>			
Works harmoniously with others to get the job done, responds positively to instruction or procedures. Shares critical information with everyone involved in a project or work duty. Helps to set a tone of cooperation within the work group. When appropriate facilitates discussion before decision-making process is complete.			
<b>Diversity</b>			
Treats all people with respect; values diverse perspectives. Shows sensitivity to individual differences. Participates in diversity training initiatives. Values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.			
<b>Initiative &amp; Work Ethic</b>			
Takes personal responsibility for the quality and timeliness of work, and achieves desired results. Adapts to changing business needs, conditions, and work responsibilities. Builds and maintains customer satisfaction with the products and services offered by the bank. Earns others' trust and respect through consistent honesty and professionalism in all interactions. Displays commitment and willingness to do what it takes / drive to excel. Focuses on results and desired outcomes and how best to achieve them. Gets the job done. Maintains composure in highly stressful or adverse situations.			
<b>PRINCIPAL ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"> <li>- Ensures that proper information has been obtained to process the necessary loan document being prepared.</li> <li>- Onboarding complex commercial loans including new loans, renewals, modifications, forbearance agreements and participations.</li> <li>- Analyze and review loan documents to ensure appropriate collateralization.</li> <li>- Create and review loan documents ensuring accuracy and completeness.</li> <li>- Communicate with lenders, attorneys, settlement agents, etc. to coordinate, finalize and expedite the loan documentation/closing process. Order collateral searches, flood determinations and other pre-closing documentations.</li> <li>- Maintains consistency in the manner that loan documents are processed, in addition, clearing outstanding closing items.</li> <li>- Accurately interpret loan structures and documentation requirements to ensure loan system records comply with the terms of documents.</li> <li>- Ensure all necessary documentation is complete with proper approvals in place.</li> <li>- Create commercial loan documents using LaserPro software and assist in reviewing Attorney prepared documents for accuracy.</li> <li>- Maintains working knowledge of all bank internal policies and procedures, regulatory compliance laws, regulations and rulings that impact loan documentation.</li> <li>- Assist with various Loan Operation projects as requested by the Loan Operations Manager.</li> <li>- Order/Verifies UCC searches and flood determinations as required.</li> </ul>			
<b>POSITION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>- 5+ years' experience in commercial lending department as a loan administrator supporting commercial lenders and preparing documentations.</li> <li>- 2+ years' experience with loan disbursement process, GL accounts, processing payments, credit report ordering and loan accounting-related functions.</li> <li>- High level of experience in LaserPro software (Mandatory requirement).</li> <li>- Working knowledge of all bank internal policies and procedures, regulatory compliance laws, regulations and rulings that impact loan documentation.</li> <li>- Strong computer skills, including Microsoft applications.</li> <li>- Proficient working knowledge of a core processing system and functionality (FIS Insight preferred).</li> <li>- Ability to read, analyze and interpret complex loan documents, including modification and forbearance documents.</li> <li>- Ability to calculate figures and amounts such as interest, tax and insurance impound projections and percentages.</li> <li>- Attention to detail and accuracy; Aptitude for problem solving.</li> </ul>			