



**Position:** Loan Servicing Specialist  
**Location:** Queenstown, MD  
**Posting Date:** March 11, 2021

### **SUMMARY**

The Loan Servicing Specialist is responsible for maintaining and servicing existing mortgage, consumer and commercial loans. The Specialist will be responsible for booking and funding loans accurately and timely. In addition, they will handle requests related to existing loans, perform maintenance as needed and maintain loan documentation. The Loan Servicing Specialist will work closely with all groups within the Loan Department, Loan Officers, and Branch managers.

### **QUALIFICATIONS**

- One to two years of loan servicing experience
- Superior customer service skills.
- Thorough knowledge of State and Federal mortgage regulations to maintain loan file compliance.
- Maintain knowledge of banks loan policy
- Attention to detail
- Strong organizational, problem-solving, and analytical skills.
- Highly motivated self-starter. Ability to review, interpret and give feedback on procedures.
- Ability to manage priorities and workflow.
- Excellent written and oral communication skills. Creates open channels of communication, adapts message to fit the audience, expresses ideas clearly and concisely, keeps others well informed; listens carefully to input and feedback.
- Exceptional listening and communication skills.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Ability to perform activities required of position, including travel to customer locations and seminars.
- Frequently stand, walk, sit, and utilize hand and finger dexterity.

Please email resume or completed application to [HR@queenstownbank.com](mailto:HR@queenstownbank.com).

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