



Loan Administration Specialist – Full-Time

Queenstown, MD

SUMMARY:

The Loan Administration Specialist is responsible for performing routine operational duties related to mortgage, commercial and consumer loans; processing purchase, refinance, construction and home equity loans in accordance with established policies, procedures and related laws and regulations. This position works closely with all groups within the Loan Department, Loan Officers and Branch Managers throughout the loan process from application to closing; reviewing title work, loan approvals and terms and conditions of each loan; originating loan documents and coordinating settlements with customers and attorneys; also handling other consumer, construction, and commercial loan requests.

QUALIFICATIONS:

- High school diploma or general education degree (GED), or one to three years related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Proficient in Microsoft Office Programs (Word, Excel, Outlook).
- Other skills required:
 - Proficient written and oral communication skills.
 - Mortgage or commercial loan processing experience, this includes an understanding of loan documentation and verifying documentation for commercial entities.
 - Ability to actively engage in necessary communications with both internal and external customers.
 - Thorough knowledge of State and Federal mortgage regulations to maintain loan file compliance.
 - Exceptional listening and communication skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently stand, walk, sit, and utilize hand and finger dexterity.

Please email resume or completed application to HR@queenstownbank.com.

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