

Wells River Savings Bank

JOB POSTING NOTICE Loan Administrator

Summary: Responsible for the daily administration of input of loan origination data for Consumer, Commercial, Mortgage loan products in accordance with bank policies and procedures. Collaborates with Lenders and Mortgage Loan Officers on loan funding and collateral management.

Salary Range: **\$19.00 to \$22.80** per hour, depending on qualifications and experience. A higher rate may be offered to candidates with exceptional experience or skills.

Job Qualifications:

- High school diploma or equivalent education/experience.
- Strong interpersonal and communication skills and the ability to work effectively as part of a team.
- Excellent attention to detail and accuracy.
- Good time management and organizational skills.
- General computer knowledge and experience with MS Word and Excel.

Specific Job Functions:

- Utilize LaserPro and Mortgagebot LOS programs for loan processing.
- Assemble, prepare, and verify the accuracy and ensures that loan files contain accurate documents with proper signature, dates, and other relevant data.
- Upload new loans to the core system and processes appropriate debits and credits/cross apps to complete the transaction.
- Perform other tasks, including processing Environmental (EDR) requests, commitment letters, ordering appraisals, title opinions, flood certifications, tax transcripts and reviewing credit reports.
- Perform loan file setup in DocuCommand, including scanning completed loan files and related documents.
- Accept responsibility to stay abreast of all Federal and State laws, and compliance regulations governing the bank in general, and as they pertain to the job function.
- Perform other duties as assigned.

Exemption Status

- Non-exempt, hourly position

Location

- Wells River Branch

Work Schedule:

- This is a full-time position requiring 40 hours a week, Monday through Friday 8am to 5pm.

Wells River Savings Bank is a mutual savings bank with associates working in our seven offices in the Connecticut River Valley. We are an Affirmative Action EEO employer and provide opportunity for all, without regard to race, gender, color, religion, national origin, marital status, sexual orientation, gender identity, age, veteran status, military service or obligation, disability, genetic information, pregnancy, citizenship, HIV-positive status, crime victim status, or any other protected characteristic under applicable laws. We offer an excellent work environment while providing opportunities for our associates to learn and grow.