



Job Description

Job Title: Loan Administrator (Loan Assistant)

Location: Soperton, GA

Reports To: Branch Manager

Job Summary:

The **Loan Administrator (Assistant)** supports the lending team by performing a variety of administrative and clerical duties aimed at assisting the lenders in gathering necessary information and documentation for loan packages. This position requires in-depth knowledge of various loan options, strong documentation and compliance skills, and the ability to manage multiple complex files efficiently. The ideal candidate is highly organized, proactive, and committed to delivering exceptional service to both internal and external stakeholders.

Key Responsibilities:

- Assist loan officers with processing loan applications from start to finish.
- Collect, review, and verify applicant documentation (e.g., income, credit, identification).
- Prepare and assemble loan packets for underwriting and approval.
- Input loan data into bank systems accurately and efficiently.
- Track and follow up on missing or incomplete loan documents.
- Prepare disclosures, closing documents, and post-closing follow-ups.
- Maintain accurate and organized loan files (digital and/or physical).
- Act as a liaison between the bank, loan officer, and borrower.
- Answer borrower inquiries regarding loan status, documentation, and timelines.
- Provide support throughout the application and closing process to ensure smooth customer experience.
- Schedule loan closings and coordinate with title companies, attorneys, or notaries.
- Order appraisals, credit reports, verifications of employment, and flood certifications.
- Review closed loan files for completeness.
- Submit completed loan packages to loan operations department.
- Monitor for outstanding items like recorded documents or final title policies.

Required Skills & Abilities:

- Excellent verbal and written communication skills.
- Strong interpersonal and customer service skills.
- High attention to detail with a strong sense of accountability.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and general office software.



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Education & Experience:

- High School Diploma or GED required.
- Must have at least 3-5 years' experience in an administrative support role.
- Preferred experience in loan assistant or loan administration role in a lending organization.
- Familiarity with banking and loan software is a plus.

Physical Requirements:

- Prolonged periods of sitting and working at a computer.
- Must be able to lift up to 15 pounds occasionally.

Personal Attributes:

- Professional Communication and Interpersonal skills to represent Georgia First Bank in a positive way in dealing with customers and other employees is required.
 - Excellent Organizational skills to manage multiple tasks efficiently and keep transactions and documents in order.
 - Time Management Skills to efficiently handle peak times and manage customer waiting times effectively.
 - Problem-Solving Abilities to address and resolve customer issues or discrepancies in accounts.
 - Attention to Detail is critical for ensuring accuracy in all transactions and documentation.
 - Integrity and Trustworthiness are essential in handling sensitive financial information and cash.
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What We Offer:

- A role at a respected and long-standing community bank.
- A supportive, growth-oriented work environment.
- Competitive compensation and benefits.
- Opportunities for professional development and career advancement.

Georgia First Bank is an Equal Opportunity Employer

We are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

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