



Commercial Loan Booking Specialist

Are you a highly organized professional with commercial loan experience and/or a strong understanding of credits & debits? Do you strive to be a continuous learner and want to contribute to the success of a growing bank?

If you are ready to hit the ground running and are prepared to be part of a great team onboarding and booking commercial loans, seriously consider this opportunity. We are open to years of experience. Employees enjoy the perks of a competitive hourly wage, plus generous 401k match and profit sharing program.

Below are more details on what makes a successful Commercial Loan Booking Specialist here at Commerce State Bank. Let's get connected soon –apply today!

Position Overview

The best Commercial Loan Booking Specialist (CLBS) is a highly organized professional who can live “in the gray” and is experienced in commercial loan onboarding and booking in the post-closing world. In addition they are an independent/critical thinker, and works well with others on a team, which includes lenders. They excel at accuracy and maintaining composure during high workload times, plus the ability to self-direct during down times.

Organization

A successful CLBS is a professional individual with attention to detail and excels in both verbal and written communication, all with limited supervision. A top CLBS has working knowledge of credits/debits and a history of learning, retaining and teaching others. The CLBS will use their computer savviness and knowledge of loan documents to interpret, onboard and book a variety of commercial loans. Provides a WOW experience to internal and external clients, resulting in the continued growth and success of the bank.

Performance Objectives

- 1. Learn our system and onboard & book loans:** Within the first 30 days, FIS and the Commerce-way will be learned and complete and clean loans will be onboarded and booked independently. After six months the CLBS will have ability to complete renewals, more complex loans, including SBA and specialty, plus begin cross training within the department.
- 2. Lifelong learner:** This is a learning environment that is open to improvement suggestions, with an opportunity to wear many hats with room for advancement. The CLBS will be willing to continue ask the right questions and learn during the process. There is an abundance of lateral growth in knowledge, scope of work and team environment.

Experience

A CLBS needs to have at least 1-2 year's background in conventional commercial loan onboarding and booking. Past success with changes, processes and procedures a must. Prior experience with retail servicing, processing and FIS is a plus. Salary commensurate with experience.

Commerce State Bank provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.