

Loan Service & Loan Documentation Manager - growing community bank, San Francisco Bay area

This SF Bay area community bank continues to grow and due to reorganization, seeks an experienced **Loan Service /Loan Documentation Manager** with outstanding leadership and people management skills to lead and navigate the department through change and growth. This individual will provide ongoing leadership, training and direct supervision of all Loan Servicing Department staff; ensure accurate and timely servicing of the Bank's loan portfolio that comply with state and federal laws, regulations and Bank lending policies/procedures ; oversee loan documentation production as relates to the opening, servicing and closing of all loans; provide a consistent high level of customer relations and service and be fully knowledgeable and skilled in all areas of servicing loans.

If you seek a position where you will actively participate in the exciting growth and expansion of a community bank, we want to hear from you! Generous compensation package inclusive of a competitive base salary DOE, bonus potential, 401k, 100 % paid for employee medical, three weeks vacation and more.

For immediate consideration, please email your confidential resume, cover letter and compensation requirements to: Margaret Green, Executive Recruiter & Staffing Consultant @ mmmgreen@comcast.net

NOTE: NO relocation allowance. Only current SF Bay area resident candidates meeting requirements will be reviewed.

REQUIREMENTS:

- Bachelor's degree from an accredited college or university; or relevant related experience and/or training or the equivalent combination of education and experience.
- Strong proficiency, experience, training within lending department operations inclusive of direct supervisory responsibilities.
- Must possess superior knowledge in working with commercial, real estate, construction and consumer loan products and processing. Possess direct experience and training in all lending activities and terminology.
- Current knowledge of related federal and state banking compliance regulations, as relates to the Banks' products/services and Bank's operational policies and procedures. Keep within assigned approval limits.
- Expertise regarding title policies and related loan regulations—RESPA, HMDA and other Bank lending policies regarding Bank lending policies on loans to directors.
- Experienced in interfacing effectively and assisting loan officers and other bank personnel on issues relating to loan documentation.
- Excellent organizational and time management skills, with the ability to provide leadership, supervision and training for three or more employees using positive supervisory techniques to ensure maximum productivity; demonstrated ability in organization and delegation skills.
- Outstanding verbal, written and people management skills with the demonstrated ability to mentor and develop staff. Demonstrate superior customer service.

- Demonstrated ability to set department objectives, develop strategies, budget, and develop policies and procedures. Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.
- MS Office skills; word processing, spreadsheet and specialty software programs.
- Excellent math skills inclusive of ability to calculate interest, commissions, proportions, and percentages; balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; locate routine mathematical errors; compute rate, ratio and percent, including the drafting and interpretation of bar graphs.
- Possess current CA driver's license and appropriate insurance coverage.