



Reply to: Human Resources
 Native American Bank, NA
 201 N Broadway
 Denver, CO 80203
 (720) 963-5525
 employment@nabna.com

Career Opportunity Announcement

Job Title	Loan Operations Specialist		
Date Posted	June 19 th 2020, position open immediately		
Reports To	Loan Operations Manager		
Description	Manages the process of Commercial and Construction loan closings. Reviews and processes construction draw requests. Provides customer service, communicates with third parties (attorneys, vendors etc). Responsible for lien perfections and lien terminations and document imaging. This position will work closely with Lenders, Credit Staff and Bank customers in addition to Loan Operations team members.		
Description of Duties	<ul style="list-style-type: none"> • Ensure all information required per the loan approval, title policy commitment, and per type(s) of collateral have been collected for the loan file prior to closing. • Reviews internally prepared and attorney prepared loan documents. • Must be able to identify key information in all documentation being reviewed, as well as understand entity documents and identify principals and signers. • Ensures all government guarantee’s conditions are met. • Orders, reviews and analyzes title commitment including title exceptions, and prepares closing instructions. • Reviews and processes construction draw requests. • Processes collateral lien perfection. • Reviews insurance certificates to ensure compliance with bank and government requirements. • Images documentation on timely basis. • May prepare documentation for other commercial loans or assists with other duties in Loan Operation Department 		
Education Requirements	2 years of college/university degree in business related fields preferred.		
Skills / Experience / Requirements	<ul style="list-style-type: none"> • 5+ years previous experience in commercial loan closings preferred, minimum 3 years. • Advanced knowledge of Microsoft Excel required. • Proficiency in Microsoft applications. • Knowledge of government guarantees preferred. • Advanced knowledge of commercial lending, laws, and documentation. • Must have ability to work independently, be flexible, multi-task and organize priorities in a fast paced work environment. • Strong analytical skills, combined with sound judgment and decision making abilities. • Excellent attention to detail. • Solid customer services and interpersonal skills 		
Salary Range	Depending on experience. Eligible for Company benefits.		
Interested Applicants:	Submit a cover letter, resume to: Attn: Human Resources Native American Bank, NA 201 N Broadway Denver, CO 80203 Email: employment@nabna.com Fax: 720-962-9455	General	Equal opportunity employer within confines of Native American Preference Act. Must be comfortable working in a team environment. Must be willing to submit to a background check.