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Loan Processing Specialist
Reports To: Associate Director of Loan Operations
FLSA: Non-Exempt

The Loan Processing Specialist is responsible for supporting Loan Operations by ensuring all borrower-related items are gathered prior to the loan closing, loan documents are drafted accurately and closing packages prepared, and all closed loans are entered into the loan servicing system. The LSS provides ongoing customer service for all pre-close and current clientele.

Essential Job Functions:

- Oversee and maintain loans in pre-close to close status; update the list of all pre-close loans with delays in the closing process and share weekly with lending staff.
- Prepare loan closing documents and closing packages for loan officers.
- Assist with training staff on key Operations Department software programs and procedures, including how to prepare and close a loan package.
- Assist with First Reviews on incoming loan packages.
- Assist with Quarles and Brady Audit Review.
- Lead Apply+ and assist Ventures representative and coordinator for Operations.
- Oversee and maintain legal/working files.
- Secure and perfect collateral.
- Manage Action Alerts as it pertains to loan servicing in the portfolio.
- Provide backup to assist and generate disbursement worksheets and prepare disbursement requests.
- Provide backup to assist in all functions of satisfied loans, including generating congratulatory letters to clients and the release of collateral.
- Oversee and supervise complete, accurate and organized loan files. Ensure all missing documents are returned and filed in loan files.
- Assist with matured loans and line of credit renewals.

Other Duties and Responsibilities:

- Perform miscellaneous administrative tasks as assigned by the Associate Director of Loan Operations.
- Represent WWBIC at community and/or professional functions, conferences, and meetings as requested.

Supervisory Responsibility:



- None

Qualifications:

Minimum two years experience related to small business lending support or similar experience. Excellent organizational skills and attention to detail a must. Requires strong verbal and written communication skills with diverse audiences, the ability to meet deadlines and demonstrate professionalism, while moving large volumes of quality work in a timely manner. Must have demonstrable MS Office skills (particularly Microsoft Word and Excel) and other technical skills and know-how. The ability to communicate effectively and work with diverse audiences is necessary. Must be a team player who understands that collaborative efforts are essential to achieving the corporate mission. The ideal person is flexible, positive and has a sense of humor. Must present a positive professional appearance at all times.

Working Conditions/ Physical Demands:

- Work is generally more sedentary in nature with movement required.
- Work is primarily performed within an office environment with standard office equipment although some travel is required.
- Must be able to read, write, and communicate fluently in English. Must have clarity of vision.

Salary - \$18 - \$22 / hour

An Equal Opportunity/Affirmative Action Employer