



Magyar Bank, a leader in the community banking sector, is searching for qualified candidates to join our Loan Administration team in the Central New Jersey area as

Commercial Loan Administration Representative – Post Closing

The Loan Representative will track all loan closing documents and conditions, and assemble permanent loan files for Residential, Consumer and Commercial loans. Performs clerical duties related to post loan closing.

Essential Functions:

- Verify accuracy of all new loans input on core processor.
- Prepare monthly post-closing spreadsheet.
- Track the return of all loan closing documents from attorneys and closing agents.
- Assist officers in ensuring that all post-closing conditions are met.
- Upon receipt of the recorded documentation, update the core processing system with the filing information.
- Assemble and maintain all permanent loan files.
- Scan all loan files into Director.
- Maintain the property tax spreadsheet for all non-escrowed properties.
- Order property inspections and title rundowns for all construction loan advance requests.
- Prepare a spreadsheet for each construction loan to maintain the advances are within the budget allotted for the project.
- Provide borrowers with copies of the executed documentation as needed.
- Perform other duties as assigned by supervisor.
- Maintain compliance while performing all job functions.
- Perform other duties as assigned by supervisor.
- Cross train with other loan admin rep positions.

Requirements

- Minimum of high school diploma or equivalent required. Some college preferred.
- 2 – 3 years commercial and residential post-closing loan experience required.
- Strong customer service skills.
- Must be detailed oriented.
- Excellent communication skills, both verbal and written.
- Ability to multi task in fast paced environment.
- Computer literate, including MS Office Suite, loan tracking systems, etc.

Magyar Bank offers competitive salary and comprehensive benefit package, which includes medical, dental, life insurance and 401k.

Magyar Bank is an Equal Employment Opportunity/Affirmative Action Employer - M/F/D/V