



**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

### ***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***