

Job Title	Director of Mortgages Sales
Short Description	This position reports to the Vice President of Commercial Lending and is directly responsible for the integrity of loan administration, loan closing, due diligence, documentation, loan booking and closing files for commercial loans. This position ensures efficient and accurate servicing of commercial real estate, term and line of credit loans. Minimizes risk by handling items timely and in accordance with credit union, investor and regulatory guidelines. Servicing activities include but are not limited to: resolving client inquiries, construction escrow agent administration, records management activities, assisting internal team with research requests, maintaining loan system data, supporting internal and external audits and participating in department and systems projects.
Full Description	<p>Manage the day-to-day operations within the Commercial Lending Department, including oversight of the commercial documentation, administration and overall loan servicing functions in accordance with credit union and regulatory policy.</p> <p>Oversees the timely processing and closing of pipeline loans, including collection of borrower and guarantor financial information, updated insurance binders and outstanding items from loan closings.</p> <p>Responsible for creation and management of various activity and status reports. Manage preparation of loan documents for loan and line renewals and extensions, loan advances and participation loans.</p> <p>Oversee internal and external loan portfolio audits. Coordinate work when necessary with outside legal counsel, real estate appraisers, etc.</p> <p>Work closely with credit union's third party underwriter (LUCRO) to ensure complete packages are delivered for timely underwriting recommendations. Provides efficient interaction with internal and external customers, accounts, and other centers of influence.</p> <p>Monitor compliance with the Credit Union's policies and practices, and regulatory requirements. Stay current with operational changes and required training.</p>
Education	Bachelor's Degree in Business Administration, or related field.
Additional Comments	<p>Knowledge of commercial loan servicing processes, loan documentation, and regulatory compliance. Knowledge of commercial construction loan processes and documentation.</p> <p>Attention to detail and ability to handle multiple priorities simultaneously. Effective time management skills. Ability to be flexible and adaptable in working with diverse teams in a variety of situations. Strong oral and written communication skills. General loan accounting skills</p> <p>Community First Credit Union is an Equal Opportunity Employer M/F/D/V</p>
Credit Union	Community First Credit Union of Florida
State	Florida
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