

Job Title: Commercial Real Estate Loan Administrator

Company Overview: Credit Union Business Services (“CUBS”) specializes in providing commercial real estate mortgages on behalf of credit unions. With a commitment to an exemplary reputation, we empower borrowers and more than 40 credit unions to fulfill their investment goals in commercial real estate. We are seeking a dedicated and detail-oriented Commercial Real Estate Loan Administrator to join our dynamic team.

Position Overview: As a Commercial Real Estate Loan Administrator, you will play a pivotal role in the successful management and administration of our commercial real estate loan portfolio. You will be responsible for loan servicing activities, facilitating loan closings, and managing borrower draw requests. The ideal candidate will possess strong organizational skills, attention to detail, and a thorough understanding of commercial real estate lending processes.

Key Responsibilities:

- Manage servicing, including accurate and timely processing of loan payments and payoffs.
- Coordinate loan closing activities, ensuring all necessary documentation is completed accurately and in accordance with legal and regulatory requirements.
- Review loan documents and agreements to ensure compliance with internal policies and regulations.
- Administer borrower draw requests, including reviewing project budgets and disbursing funds in a timely manner.
- Collaborate with colleagues, including loan officers, underwriters, and legal counsel, to facilitate smooth loan transactions.
- Maintain accurate and up-to-date loan files and documentation, ensuring compliance with record-keeping requirements.
- Respond to borrower inquiries and requests in a professional and timely manner, providing exceptional customer service.
- Assist in the preparation of reports and presentations for management and regulatory purposes.

Qualifications:

- Minimum of 2 years of experience in commercial real estate lending and loan administration.
- Strong understanding of commercial real estate lending practices and loan documentation.
- Proficiency in loan servicing software such as FICS, Adobe Acrobat, and Microsoft Office Suite.
- Excellent communication and interpersonal skills, with the ability to interact effectively with internal and external stakeholders.
- Highly organized with the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Detail-oriented with a commitment to accuracy and quality.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Retirement savings plan with employer matching.
- A collaborative and supportive work environment focused on work-life balance and excellence.

If you are a motivated and detail-oriented professional with a passion for commercial real estate lending, we invite you to apply for the position of Commercial Real Estate Loan Administrator at Credit Union Business Services. Please forward resumes to Mike Stone via email to Mikes@cubsltc.org.