

Great People, Great Benefits, Great Career Opportunity!



Golden Pacific Bank is a nationally chartered community bank, wholly owned by Golden Pacific Bancorp, headquartered in midtown Sacramento with branches in Sacramento, Yuba City and Live Oak. We are proud of our 25-year history of serving the needs of commercial businesses and individuals. We offer business and personal accounts to accommodate our customers as well as a wide variety of lending products and merchant services for our valued customers. GPB ranks in the top community banks for its size in the greater Sacramento area providing needed capital and services to small and medium sized businesses. We are a true community bank that believes in excellent customer service closely tied to financial well being of the local community.

Golden Pacific Bank, NA
1409 28th Street
Sacramento, CA 95816

Website

www.goldenpacificbank.com

Equal Opportunity
Employer

JOB ANNOUNCEMENT

LOAN SERVICING ADMINSTRATOR

Golden Pacific Bank seeks qualified applicants who are friendly, possess solid interpersonal skills, are attentive to detail and problem-solution oriented. This position is responsible for accomplishing a variety of administrative and clerical tasks relating to the documentation and servicing of approved loans, including Commercial, Real Estate, and SBA loans. Assists with reporting and oversight of certain activities in the Loan Servicing Department as assigned by the Loan Servicing Manager. Position requires experience with loan servicing systems, loan documentation and loan servicing processing in a commercial banking environment.

Essential Functions

- Reviews loan approvals to ensure information is complete and in compliance with Bank policy; generates accurate loan documentation. Experience with *LaserPro* a plus.
- Performs callback of loan maintenance and transactions on a regular basis.
- Performs general loan servicing and wiring of loan funds.
- Prepares external SBA reporting documentation on a monthly and as needed basis.
- Boards completed loans onto the Bank's core system; maintains digital files for documentation and compliance.
- Provides oversight and tracking of collateral filings via tickler system as required by loan documentation, such as receipt of deeds of trust, title policy, and UCC recordings/filings.
- Orders UCC searches and inputs for new filings, revisions, and terminations.
- Corrects loan accounting errors as necessary; provides effective and courteous customer service and assists in resolving problems when needed.
- Participates in special projects related to the Bank's loan portfolio as requested.

Proficiencies / Education & Experience

- Minimum of a High School diploma / GED and a minimum of two years of experience (or equivalent combination of education and experience) in commercial loan operations.
- Intermediate level of work experience, knowledge and training in loan documentation and all loan servicing activities and terminology.
- Knowledge of SBA procedures and servicing actions pursuant to the SBA 7(a) and 504 loan programs considered desirable.
- Intermediate level of work experience, knowledge and training in *LaserPro* and Bank's core system.
- Demonstrates ability to make sound decisions and business judgments regarding loan servicing requests and activities.
- Excellent written, oral and interpersonal skills, to include facilitation of loan closing, maintenance, servicing, modifications, and problem resolution. Competency in general mathematical and analytical skills required.
- Strong organizational skills and attention to detail with the ability to self-manage time and workflow to effectively meet deadlines.
- Ability to manage multiple projects at one time and to work independently, as well as within a team environment.

Duty station is Sacramento administrative office.
Competitive compensation based on experience level.
Full range of employee benefits.

Qualified candidates should respond by submitting a cover letter and resume to:

HR Done Right at email: info@hrdoneright.com

We look forward to meeting you!