



**Commercial Loan Processor and Documentation Specialist**  
**Reports to: Vice President**

**JOB DESCRIPTION**

Are you a multi-tasker looking for a fast-paced work environment? Are you willing to learn new skills to take on more challenging tasks? Do you want your daily work to have a more direct impact on the clients you work with each day without the red tape of a larger organization? Then bring your knowledge, skills and ability to our entrepreneurial community bank and become part of a team, not just a department, as a Commercial Loan Processor and Documentation Specialist. Come assist us with servicing existing loan clients and demonstrating to new loan clients why we will become their most important financial partner for their small business.

Daily interaction required with clients, vendors and fellow bank teammates.

**Summary:** Facilitate the loan booking process for commercial lending officers and the bank's clients.

**Duties and Responsibilities:**

- Ability to take initiative and work independently with minimal supervision in a structured environment
- Strong verbal and written communication skills.
- Strong interpersonal skills and team orientation.
- Self-starter and works with minimal direction.
- Ability to meet deadlines under pressure.
- Ability to appropriately escalate issues requiring problem solving and decision making.
- Must be a team player with the desire to grow and learn with strong work ethic
- Strong attention to detail and accuracy
- Ensures that work is performed in accordance with all regulations and the Bank's policies and procedures.
- Handle loan closings and disbursements
- Order due diligence items such as:
  - Title commitment / Title search
  - UCC search
  - Real estate appraisals or an evaluation
  - Environmental questionnaire or evaluation (phase I/II)
  - Flood determination
  - Proof of insurance documents and maintenance
  - Survey
  - Entity documents
- Process Payments, Payoffs, Construction draws, charge offs, recoveries, and non-accruals
- Familiar with real estate taxes and payments
- Perform loan analysis, research and prepare reports.
- Must be proficient in Microsoft Office Suite (Word, Excel, Outlook)

**PREFERRED WORK EXPERIENCE:**

- Experience with Laser Pro
- Book and maintain loan on internal Fiserv Loan System

**Contact: Rose Wageman , [rwageman@febank.com](mailto:rwageman@febank.com), 630-893-3800**

**About the Company:**

First Eagle Bank is an entrepreneurial, independent bank, offering a complex range of commercial and personal banking services in the Chicagoland area. We are focused on developing long lasting relationships with our customers, our community and our staff. We are proud to carry a Superior Five Star Rating from Bauer Financial, in recognition of our strong financial performance and strive to continue to offer the highest standard of financial services to our community. Small entrepreneurial bank with great success and high rankings in the Chicagoland Area. The bank is focused on developing long lasting relationships and serving its community.

First Eagle Bank is committed to an inclusive, equitable and accessible workplace. We are an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.