



Loan Documentation Specialist Job Posting – Non-Exempt

Summary:

Republic Bank of Arizona is seeking an experienced loan administration professional to support the documentation and administration of loan originations that include C&I and commercial real estate relationships.

The position is responsible for the preparation of loan documents, and ensuring accuracy of all documentation prior to release to loan officers. Other responsibilities include closing and disbursing loans, maintaining the loan tickler system, quoting loan balances, payoffs, preparing collateral releases, and processing a variety of paperwork, including payments, billings, construction draws, GL items, etc.

A successful candidate should be detail-oriented, adaptable to changes in the work environment, manage competing priorities, and possess a thorough working knowledge of entity types, organizational documents, loan types, facilities, contracts, and perfection of collateral. Strong written and verbal communication skills demonstrating accuracy and thoroughness is required.

Republic Bank of Arizona is a locally-owned and operated bank, with a focus on area businesses with gross annual revenues in the \$1 million to \$20 million range. Management has a vision of profitable growth and expansion, and we recognize the need for a top quality team to achieve our objective. Your contribution will be evident in a community bank atmosphere, where you will be exposed to all areas of the bank with direct access to management to assist in your success.

Requirements:

Candidates should possess a minimum of three years relevant experience, including prior experience using LaserPro© to create loan documents. Undergraduate degree preferred, but commensurate experience can support.

Exhibit sound and accurate judgment, and the ability to articulate reasoning for decisions, the ability to prioritize and concurrently manage multiple tasks, and meet productivity standards.

Location: Phoenix, Arizona

Candidates please contact Emily Chedister, VP, Loan Operations Manager at (602) 280-9407, or email qualifications to echedister@republicaz.com.

Republic Bank of Arizona is an equal opportunity employer that provides team members an inclusive, supportive and equitable environment.

Republic Bank of Arizona has earned a five star "Superior" rating from Bauer Financial.