



The National Bank of Indianapolis **Job Posting: Loan Documentation Specialist**

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment.

Who We Are Looking For

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at
<http://nbofi.com/careers.php>

The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)





JOB POSTING

Position: Loan Documentation Specialist

Reports To: AVP and Manager, Loan Documentation

Purpose of Position:

Accountable for preparing and reviewing loan documentation and for identifying exceptions, providing the highest quality of service to every customer.

Essential Functions:

- ◆ Prepares consumer and commercial loan packages for closing in a timely, accurate and complete manner, ensuring that each loan is in compliance with established procedures, policies and government regulations.
- ◆ Reviews completed loan documents for team members and identifies changes that are needed before documents are released to the lender
- ◆ Orders flood determinations and property searches as requested

Requirements:

- ◆ Associates degree in business or banking, or equivalent work/educational experience
- ◆ At least one year consumer and commercial loan documentation experience
- ◆ Working knowledge of loan documentation policies and related government regulations
- ◆ Computer proficiency required; working knowledge of Laser Pro software helpful
- ◆ Excellent interpersonal, communication and customer service skills
- ◆ Proven ability to interpret fine details and apply a well-reasoned thought process to technical presentation of loan information within documentation
- ◆ Demonstrated record of appropriately communicating with lenders about details within documentation and/or raising relevant questions with lenders and departmental management about same
- ◆ High degree of accuracy and attention to detail
- ◆ Ability to organize and prioritize tasks
- ◆ Ability to work under pressure and meet deadlines
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- ◆ Proven ability to work independently, with minimal direct supervision

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