



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. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

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 coworkers. 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)**





THE NATIONAL
BANK OF INDIANAPOLIS

JOB POSTING

Position: Loan Documentation Specialist

Purpose of Position:

The incumbent is 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/or 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
- ◆ Communicates with lenders and external vendors about details within documentation, raising appropriate questions and troubleshooting problems as needed
- ◆ Maintains knowledge and fulfills training as required to stay abreast of related policies and regulations

Requirements:

- ◆ Associates degree in business or banking, or equivalent work/educational experience
- ◆ A minimum of one year of loan documentation experience required
- ◆ Demonstrated ability to understand and interpret title and flood determination documents
- ◆ Working knowledge of loan documentation policies and related government regulations
- ◆ Computer proficiency; 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 and external vendors about details within documentation and/or raising appropriate questions to either the lenders or departmental management
- ◆ Proven analytical and problem solving skills, with the ability to think critically, evaluate needs and develop a plan of action
- ◆ High degree of accuracy and attention to detail
- ◆ Ability to work under pressure and meet deadlines
- ◆ Ability to organize and prioritize tasks
- ◆ Proven ability to work independently, with minimal direct supervision

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