



## Commercial Loan Closing Coordinator

### JOB SUMMARY

The Commercial Loan Closing Coordinator will be responsible for handling all aspects of the loan closing process, including preparation of promissory note, mortgage/deed, loan agreement, and any other ancillary documents necessary. This person will coordinate with title agents, attorneys, credit underwriters, sales staff, and customers to ensure loans are closed in a timely manner based on the approval parameters required. To be considered for the position, the individual should have a minimum of 3-years prior experience in a commercial lending or title insurance environment and have a strong understanding of the commercial loan documentation process.

### JOB DETAILS

Hire Date: 1/15/19

Position Type: Full-time, exempt

Compensation: Salary negotiable based on experience + competitive benefits package + quarterly bonus structure

### JOB RESPONSIBILITIES

#### PRIMARY

- Coordinate with sales team, underwriters, title agents and attorneys to obtain all documentation necessary to complete loan closing within parameters of loan approval.
- Prepare loan documentation including, but not limited to, promissory note, mortgage/deed, and loan agreement.
- Coordinate receipt of flood and hazard insurance prior to loan closing.
- Accurately enter customer and loan information into loan tracking system.
- Additional responsibilities include assisting with post-closing tracking, customer servicing requests and other projects as assigned.

### REQUIRED QUALIFICATIONS

- Paralegal, or similar work experience
- Prior experience in a commercial lending or title insurance environment preferred
- Excellent written and oral communication skills

### CORE COMPETENCIES

- Self-starter with ability to meet tight deadlines
- Capable of working in a fast-paced, team environment

### AGAMERICA MISSION

- To know the farmer.
- To counsel the farmer.
- To provide a financial structure that allows the farmer to thrive in good times and to sleep well during tough times.
- To celebrate the critical role of the farmer in America, and to champion all that the American farmer represents in a changing world.

AgAmerica Lending  
4030 S. Pipkin Road, Lakeland, FL 33811 | 863.607.9500 | AgAmerica.com

Updated: 1/4/2019

Page 1 of 1

EOE

This job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or be assigned at any time.