



Commercial Loan Closer

JOB SUMMARY

The Commercial Loan Closer 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 analysts, and sales staff to ensure loans are closed in a timely manner based on the approval parameters required. To be considered for this position, the individual should have prior experience in a commercial lending or commercial title insurance environment and have a strong understanding of the commercial loan documentation process.

JOB DETAILS

Hire Date: ASAP

Position Type: Full-time

Compensation: Salary negotiable on experience, competitive benefits package, and bonus opportunity

JOB RESPONSIBILITIES

PRIMARY

- Coordinate with sales team, credit analysts, 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 requirement 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

- Associate degree, or equivalent work experience
- Paralegal, or similar experience
- Prior experience in a commercial lending or title insurance environment; preferred

CORE COMPETENCIES

- Self-starter with ability to meet tight deadlines
- Capable of working in a fast-paced, team environment
- Excellent written and oral communication skills
- Ability to communicate effectively with attorneys and legal staff
- Customer service oriented
- 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.

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

Updated: 6/17/2020

Page 1 of 2

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.



AGAMERICA[®]
LENDING

- 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: 6/17/2020

Page 2 of 2

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.