



## COMMERCIAL LOAN DOCUMENTATION COORDINATOR

### JOB SUMMARY

AgAmerica is seeking a Commercial Loan Documentation Coordinator with extensive paralegal experience and outstanding organizational skills to ensure that all loans are serviced with utmost attention to detail and customer service. The Commercial Loan Documentation Coordinator will report directly to the Chief Credit Officer; his or her primary duties will include coordination, preparation and review of commercial real estate loan legal documents. The Commercial Loan Documentation Manager will be an asset to the organization through precision and accuracy which will support business growth and enhance AgAmerica's reputation.

### JOB DETAILS

Hire Date: ASAP

Position Type: Full-time

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

### JOB RESPONSIBILITIES

- Coordinate with outside counsel and title companies to complete various loan modifications, including but not limited to partial releases, extensions, payment modifications, obligor releases, mortgage modifications, etc.
- Prepare and/or order covenant waiver notifications and demand letters
- Work closely with AgAmerica's internal Servicing department to ensure legal paperwork associated with liquidated loans are timely and properly documented
- Have firm understanding of requirements and best practices for all legal documentation associated with commercial real estate loan closings
- Review legal documentation associated with commercial real estate loan closings prepared by and along with legal counsel
- Provide internal Servicing department with timely and accurate information utilized in loan data reporting to AgAmerica's key counterparties and stakeholders
- Provide additional assistance to internal Servicing department as needed
- Other tasks as assigned

### REQUIRED QUALIFICATIONS

- Associate degree, or equivalent work experience
- Paralegal experience; required
- 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 with ability to negotiate on AgAmerica's behalf
- Customer service oriented

AgAmerica Lending  
4030 S. Pipkin Road, Lakeland, FL 33811 | 863.607.9500 | AgAmerica.com  
Updated: 12/18/2020

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<sup>®</sup>**  
**LENDING**

- Superior attention to detail

#### **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: 12/18/2020

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.