Position: Small Business Loan Specialist

Responsibilities

This is a very responsible position working under the supervision of the SFRPC RLF Senior Loan Officer. The Small Business Loan Specialist will assist with the loan application process and the verification of loan documents and loan portfolio management based on Council guidelines and policies as well as administrative duties. Administrative duties require proficiency and professionalism in all aspects of the duties inclusive of Office365, making and receiving phone calls, filing, copying and faxing.

Duties

- Assist with all incoming telephone calls regarding the SFRPC Loan Program (RLF, Brownfields and SFCDFI) as well as Council matters.
- Review incoming loan applications for completeness, including verifying and analyzing loan documents.
- Assist in determining borrower’s qualifications, including obtaining Credit Bureau Reports.
- Prepare and maintain credit and legal files for borrowers.
- Work with legal counsel to process closing documents.
- Post and transmit loan payments; process borrower checks.
- Collection and credit maintenance activities.
- Work with the Senior Loan Officer to schedule SFRPC Loan Program meetings, prepare agendas, and compile necessary supporting documents.
- All other duties as assigned.

Knowledge, Skills & Abilities

- Excellent interpersonal, verbal and written communication skills, including proper spelling and grammar.
- Proficiency in Microsoft Office365 and GMS.
• Ability to work well under time-sensitive deadlines.
• Ability to proof own work and work of others.
• Ability to work effectively with others.
• Ability to handle multiple tasks.
• Attention to detail is a requirement.

**Education/Experience**

• Possess an understanding of responsibilities of a lending organization.

**Physical and Sensory Requirements / Environmental Factors**

• **Physical Ability:** Duties require the ability to exert light to medium physical effort in sedentary to active work. This may include the occasional lifting, carrying, pushing and/or pulling of objects and materials of heavier weight. Tasks may involve extended periods of time at a keyboard or workstation.

• **Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

• **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

**License, Certification or Registration:**

• Must have a valid driver’s license and be able to secure a valid Florida driver's license at the time of employment within this classification.

**Job Location:**

South Florida Regional Planning Council, 1 Oakwood Boulevard, Suite 250, Hollywood, Florida.

**Salary:** Salary subject to negotiation.

**Please submit resume fully describing experience and qualifications to Jeff Tart, Senior Loan Officer, at sfadmin@sfrpc.com.**

**Contact:**
South Florida Regional Planning Council
1 Oakwood Boulevard, Suite 250
Hollywood, Florida 33020
sfadmin@sfrpc.com; 954-924-3653