

**Loan Operations Specialist
(Sandy Springs, GA)**

Signature Bank of Georgia is looking for a strong candidate that can ensure accurate and timely operations of the Bank's loan process to include but not limited to; the production of loan documentation, accurate booking on FiServ Loan system, verification and audit of loan input, follow up on loan documentation files (credit/collateral), maintaining document tracking ticklers, completing or reviewing daily reports and balancing, servicing of loan, performing loan research and problem resolution and processing loan payoffs. Performs data entry functions and maintains commercial and consumer loan files. Assembles and record keeps for participations loans purchased and sold. Monitors loans for consistency of work quality and compliance with state and federal laws, regulations and bank lending policies and procedures. Responsible for performing routine administrative, operational and service support tasks. Implements departmental policies and procedures and modifies as needed.

Send resumes to HR@signaturebankga.com