



Job Title: Documentation Manager

Seniority Level: Manager

Reports to: Senior Credit Administrator

Employment Type: FT/ Exempt

Job Summary:

Perform daily commercial loan documentation tasks including document preparation, loan origination, perfection of security interest and maintaining loan files. Position includes providing back up support for Loan Servicing. Position is responsible for direct supervision of staff.

Duties/Responsibilities:

- Prepare loan documents using LaserPro in accordance with approved credit authorizations.
- Open title commitments and escrow. Communicate with escrow companies and prepare escrow instruction letters.
- Record Deeds of Trust and UCC Filings. Ensure lien positions are secured
- Close and fund loans after ensuring satisfaction of any loan closing conditions.
- Maintain tickler system to track for final title and UCC expirations
- File UCC continuations
- Review final title policies, pull post filing UCC search to ensure lien position
- Provide backup support to Loan Specialist for follow up on insurance tracking
- Provide backup support for all loan servicing functions including but not limited to: payments, payoffs, advances, disbursements, file maintenance requests, scanning, loan collateral administration, general maintenance of Bank's core system and responding to customer and other department's requests.
- Process releases after loan pays off.
- Coordinate staff coverage, create efficiencies, enhance procedures, support other departments to resolve complex customer service issues and take on special projects within the department
- Represent the bank externally as necessary with vendor relationships
- Mentor and develop staff
- Assist with gathering items for internal and external audit and compliance requests
- Stay current on compliance and regulations

Essential Knowledge, Skills and Abilities:

- Detail oriented and organizational skills are a must
- Computer skills, including experience with MS Office programs
- Proficiency in Laser Pro



Required Education and Experience:

- 3-5 years experience with LaserPro required
- Experience in Laser Pro SBA Module preferred
- 3-5 years experience with loan servicing required
- College education or equivalent

Salary:

\$85,000-\$110,000 depending on experience

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer

Must be able to lift up to 15 pounds at times

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