

Documentation Preparation Specialist – Wholesale Loan Operations- Loan Servicer II-130048810

Job responsibilities

- Creates commercial and real estate documentation through the use of HotDocs for the Middle Market group.
- Works with Bankers, Underwriters, Compliance, internal and external Legal Counsel and outside vendors to complete the request.
- Performs documentation preparation and documentation review for existing customers and new prospects based on an established criteria.
- Reviews and analyzes the terms, conditions and financial components in the approval documentation to create the required legal documents for loan transactions.
- Identifies potential problems while offering solutions, analyzes transaction types and identifies, collects, reviews and distributes necessary due diligence items for loan closings.
- Reviews executed loan documents for discrepancies to identify documentation exceptions, prepares checklist based on critical criteria and releases loan documents upon completion.
- Responsible for meeting service level expectations in addition to team, individual productivity, and quality goals.

Qualifications:

- 2 - 5 years experience in loan documentation experience - real estate and land trust knowledge strongly preferred
- Paralegal certificate, associates or other college degree preferred
- Knowledge of risk management, collateral perfection, compliance and other related experiences
- Detail Oriented - Understands the importance of details and seeks to understand their impacts; methodical approach to tasks; procedure/process oriented.
- Efficient - Works with a sense of urgency; seeks out and adapts to best practices; seeks constant improvement; energetic, positive outlook; and motivated by personal and departmental goals.
- Customer Service Oriented - Candidates are comfortable on the phone; excellent communication (written and verbal), problem solving, strong analytical skills, interpersonal skills, possess a desire to own and resolve items; and pleasant and professional demeanor
- Team Oriented - Readily shares information with peers and managers; can coach others; willing to assist wherever needed; works toward team success and goals.
- Technologically Adept - Proficient in use of all MS Office programs; can navigate multiple applications making use of shortcuts; can quickly adopt new systems.
- Work hours - 9:30 am - 6pm, CDT Mon - Fri and overtime when necessary
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JPMorgan Chase offers an exceptional benefits program and a highly competitive compensation package.