



Position: Loan Specialist

Are you in the financial services industry and looking for something different? Do you want to have greater flexibility over your schedule and are you interested in helping small businesses achieve their goals? If you answered “yes” to these questions, Dakota Business Lending has an opportunity for you. We are looking for a Loan Specialist to join our team. This person will provide a high level of administrative support to the Dakota Business Lending team, specifically in loan processing. The person who fills this role will interact with internal and external customers to develop and submit quality loan applications and manage process for ultimate loan approval. This is not an entry level position.

Required core competencies:

- Detail-oriented
- Organized
- Dependable
- Ability to multi-task
- Self-motivated
- Strong work ethic & confidentiality
- Highly responsive
- Fast learner
- Ability to work in a fast-paced environment
- Ability to work independently.
- Have a knack for building trusted relationships

While the Loan Specialist will have responsibilities in a variety of areas, the primary focus will be as follows:

- Communicate, verbally and in writing, with small business clients and banking partners (third party lenders) in a timely, professional manner.
- Provide loan application processing support to the Dakota Business Lending business development and loan officer team.
- Create and maintain physical and electronic loan files throughout the application process.
- Review loan application packages for completeness and accuracy.
- Complete in-house loan application processing tasks such as pulling credit bureaus, requesting tax transcripts, verifying CAIVRS, verifying entity status with the Secretary of State, ordering certified articles, obtaining appraisals and environmental reports.
- Input the loan application information into Dakota Business Lending’s Loan Management System.
- Assemble and submit loan application packages to the appropriate governing authority for their approval.
- Assist with the resolution of any questions received from SBA for loan packages.
- Work in collaboration with our closing and servicing team members to provide excellent customer service and responsive to our customers.
- Assist co-workers in any areas that need immediate attention.
- Assist with creation and up-keep of procedures, checklists, and workflow documents.
- On-going monitoring of all relevant loan policies and regulations to ensure compliance.
- Additional areas will include assisting with servicing, closing and other business development activities as needed.

The person in this job should have at least a bachelor’s degree in business, finance, accounting, or related field and at least three to five years of lending experience. Experience in commercial lending, Small Business Administration lending, loan processing and in working with the SBA a plus. Please submit resume and any questions by email to Steve Dusek, [sdusek@dakotabusinesslending.com](mailto:sdusek@dakotabusinesslending.com).