



WBD Loan Closer Positions – Job Overviews

Closing Specialist

Under direct supervision, obtain, prepare and deliver loan documentation to facilitate the closing process for small business loans. Interact with borrowers and bankers, insurance companies and other agencies using quality customer service to obtain necessary documents to meet specified deadlines. Closing Specialist relies on instructions and pre-established guidelines to perform job duties.

Senior Closing Specialist

Under general supervision, obtain, prepare and deliver loan documentation to facilitate the closing process for small business loans. Interact with borrowers and bankers, insurance companies and other agencies using quality customer service to obtain necessary documents to meet specified deadlines. Senior Closing Specialist relies on limited experience and judgment to plan and accomplish goals to perform a variety of tasks.

Closing Officer

Under limited supervision, work with staff to facilitate loan closings. Interact with borrowers and bankers, insurance companies and other agencies using quality customer service to obtain necessary documents to meet specified deadlines. Work closely with Legal Counsel. Participate in the development of a continuously improving closing process. Assist with loan closing training for other closing staff as requested. Closing Officer relies on experience and judgment to accomplish goals with high level of independence and responsibility.

Education and Experience: Bachelor's degree in business or related field (or equivalent experience); experience and knowledge with commercial banking, loan servicing, real estate title policy or commercial mortgage processing experience.

Professional Attributes Required:

- Effective interaction and collaborative skills
- Excellent customer service skills: a positive, welcoming and professional manner in person and on the telephone.
- Effective written and verbal communication skills are required. Must have good grammar, spelling, punctuation and intermediate math abilities.
- Excellent time management skills (handle multiple priorities simultaneously).
- Competent in MS Office and Adobe Acrobat.
- Diligent, conscientious and thorough.

What we offer:

- Competitive pay
- Incentive bonus program
- Health, dental, vision, life and disability insurance
- 401k w/employer match
- Generous PTO policy
- Flexible work arrangements for trained personnel

WBD is one of the nation's most successful Certified Development Companies, a mission-driven organization assisting businesses in gaining access to capital in order to grow, create jobs and build their communities. Since 1981, WBD has provided nearly \$3 Billion in financing to thousands of businesses and currently has a commercial portfolio of over \$800 Million.

Please submit cover letter with resume to hr@wbd.org.

Job Type: Full-time

COVID-19 considerations: CDC guidelines are followed.