



Job Title – Loan Documentation Specialist

Location – Festus

Status – Full Time

Work Schedule – Monday- Friday

Job Description

Midwest Regional Bank is seeking a Commercial Loan Documentation Specialist. Duties include collecting/reviewing due-diligence items, preparing loan documents, booking loans on our core system, preparing files for scanning, and tracking exceptions. Must have the ability to effectively and professionally communicate with customers and loan officers. High School diploma and 2-4 years related experience required. Must be a self-starter and detail-oriented.

Job Qualifications:

- Two years of experience using Laser Pro (preferred)
- Two years of experience closing commercial real estate and C&I transactions (preferred)
- Knowledge and ability to review title commitments, insurance, corporate organizational documents and other loan due-diligence items
- Strong ability to handle multiple loans in various stages
- Able to prioritize and complete multiple tasks with efficiency

About Us

Midwest Regional Bank is a community bank in Festus, MO with over \$880 million in assets. We offer competitive compensation, full benefits, vacation time and holidays, and provide our employees with tools and training for long-term success. We are an Equal Opportunity Employer.

All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening.