

## **Indirect Lending Processor – Job Description Summary**

The purpose of this job is to process Indirect loan files on a daily basis to include interpreting loan procedures, underwriting guidance and verifying accuracy associated with complex dealer financing documentation. Performs a variety of administrative tasks related to the documentation, processing and closing of indirect loans. Performs a variety of support duties related to the lending function within the organization. Daily work will involve dealing with employees, dealers, and customers.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment