

## **Real Estate Loan Manager – Job Description Summary**

Provides high quality service, defined as ensuring prompt and accurate lending decisions while identifying additional customer benefit needs. Coaches' sales and support staff in the professional approach to selling and loan funding.

Responsible for the operations of the Real Estate Loan Department, real estate loan origination processes and sound underwriting practices. Accountable for the overall administration of real estate lending by directing and coordinating activities of all real estate secured lending processes. Responsible for implementing and maintaining sound lending practices, tracking real estate loan production and trends, and meeting the lending objectives. Monitors advancements in lending processes, initiates and develops methods for streamlining real estate lending practices. Develops and presents annual evaluations, provides daily coaching and holds regular development meetings with appropriate staff.

The complete job description covers the following topics:

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