



Career Opportunity

May 24, 2010

Commercial Administrative Assistant Job Posting # 016-10

Location: Lincolnwood

Responsibilities: Provide administrative support to the Commercial Lenders and assist Credit Analysts as needed.

- Deposit checks or transfer from deposit account into LIP.
- Email signed note, checklist and certification to closing department.
- Confirm checking account/LIP balance and task loan servicing to move funds from unapplied to the LIP.
- Scan all documents to EFiles.
- Make copies of files or make new files and forward original documents to Burr Ridge.
- Review of Medicaid disbursements weekly for nursing facility customers. Review of Survey/Complaint violations monthly for nursing facility customers.
- Task draws and paydowns for manual draw lines, including draw wires.
- Coordinate customer requests for high profile customers (research, new accounts, etc.)
- Research issues (task for corrections when appropriate) – sweeps, payments, etc.
- Tasking as required for fee reversal, payoff letters, removal of holds, payment to be taken, etc.
- Prepare legal invoices for payment and set-up vendor services.
- Prepare adverse action letters and files.
- Forward HMDA information to Compliance and maintain log.
- Prepare demand and commitment letters.
- Prepare correspondence and support for Bankers.
- Back-up for Nova Time and MCC.
- Review closing rec, boarding data, sweep task.
- Other duties as assigned.

Qualifications:

- Strong communication skills.
- Solid working knowledge of Microsoft Word, Excel and E-mail.
- Knowledge of commercial and real estate documentation helpful.
- Strong customer service, follow up and organizational skills.