



**Business Expansion Funding Corporation (BEFCOR)  
Job Description**

<p><b>Position:</b> Loan Processor</p>	<p><b>Location:</b> 5970 Fairview Rd Ste 218 Charlotte, NC 28210</p>
<p><b>Reports to:</b> Quality Control Manager or other senior staff as may be assigned</p>	
<p><b>General Description:</b> Provides support to the organization in all phases of the credit process. Performs a variety of tasks following prescribed guidelines. Focuses on administrative duties such as: loan tracking and reporting, system maintenance, compliance monitoring and loan documentation requiring exceptional accuracy, focus and attention to detail. May have extensive interaction with internal and external customers to research and resolve problems. Must be self-motivated, have strong work ethic and have the ability to learn and work in a fast-paced environment. Works under the direction of Quality Control Manager and Executive Director.</p>	
<p><b>Essential Functions:</b></p> <ul style="list-style-type: none"> <li>• A variety of tasks within an office environment including providing administrative and clerical support for management and/or loan processing staff</li> <li>• Assists loan officers with application and approval process including review of initial information received to determine financials still needed, checking credit, requesting and reviewing IRS transcripts, registering votes and recording minutes of loan committee, preparing loan package for SBA submission, and tracking notices from SBA</li> <li>• Customer service-related activities such as communicating with customers and bankers via e-mails and/or phone calls regarding status of loan requirements</li> <li>• Enters customer data into various company-specific software applications</li> <li>• Maintains electronic and physical filing systems for loan files in accordance with standard operating procedure (SOP) requirements</li> <li>• Sends and receives faxed documents and performs inter-office scanning and copying of documents</li> <li>• Continually maintains working knowledge of all company products and services</li> <li>• Other duties as assigned</li> </ul>	
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of high school diploma/GED or equivalent, with preference for post high school education and/or experience</li> <li>• One to three years of related experience</li> <li>• Strong attention to detail and accuracy</li> <li>• Demonstrated experience operating a computer in a Windows-based environment and with Microsoft Office products including Word, Excel, PowerPoint and Outlook</li> <li>• Skilled at prioritizing, organizing and documenting</li> <li>• Acts in a professional manner and demonstrates excellent written and verbal communication skills</li> <li>• Personable, able to work collaboratively with others and with a positive attitude</li> <li>• Proficiency in typing and grammar and ability to master company-specific computer applications</li> </ul>	