

Loan Administration Associate/Specialist

(Full-time; 40 hours per week; or Part-time, 20-30 hours per week)

Qualified candidates are sought for either a full-time or part-time loan (and grant) servicing position with a nonprofit economic development organization providing financial and business development assistance to agricultural and resource-based businesses in Maryland. The incumbent assists with “loan pre-closing” activities and reviews “post-closing” loan documentation, and assists with collateral releases, payoff statements, amortization schedules, loan term modifications, UCC filings, credit reports and preparation of related correspondence. In addition, the incumbent monitors loans and grants to ensure that transactions are being serviced properly; reviews lending institution and insurance records to verify that required program documentation is being maintained; sets up compliance reporting dates and information for portfolio monitoring; undertakes occasional special projects, and provides other staff support in a small busy office.

Qualified candidates will have at least three years of experience in commercial loan processing, credit administration, or similar position. A paralegal, accounting or agricultural business background would be a plus, but is not essential. Candidates should be well organized, self-motivated and able to work independently. Applicants must also possess solid interpersonal, analytical, and written communication skills; a good work ethic; and an aptitude for detail. The candidate must be able to manage several projects simultaneously, occasionally work flexible hours, and travel around the State of Maryland by personal automobile.

Candidates must possess an associate’s degree from an accredited college or university no later than May 30, 2019. A bachelor’s degree may substitute for up to two years of the required experience. Candidates must also have experience with Microsoft Office software and be proficient using spreadsheet software. Review of applications will begin on March 31, 2019.

SALARY: Negotiable (depending upon qualifications)
(Fringe benefits include vacation and medical leave, retirement contribution, etc.)

To apply submit a resume, cover letter indicating a salary requirement, and names of three professional and/or academic references:

MARBIDCO
Attn: Loan Administration Position
1410 Forest Drive, Suite 21
Annapolis, Maryland 21403
No later than: March 31, 2019