



## CAREER OPPORTUNITY

Title: Senior Loan Servicer, Full Time

Location: Loan Operations, Peabody

Department: Loan Operations

Schedule: 40 Hours  
Monday- Friday

Summary: Review daily file maintenance and activity reports from the loan service system, review residential loan modification packages for documentation accuracy and process necessary changes to the loan service system, act as liaison to corporate banking administrative staff, manage home equity conversion process, provide back-up support to department functions within statutory and regulatory guidelines

Education/Training: Equivalent to a high school level business education plus related loan operations and customer service experience.

Experience: At least three years of directly related loan operations experience and knowledge of commercial loan documentation. Proficiency in FIS (Metavante Insights) loan platform (IBS) as well as common loan software. Ability to operate PC and peripheral equipment, computational and business machines

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Requisition: EBSB 2012-02

1/09/2012

