



Commercial Loan Processing Specialist

Buckeye State Bank is an employee-owned, member-centric community bank, creating Raving Fans through the exceptional service we provide for them. With our exciting growth and expansion, we are looking for qualified, energetic team members to implement and achieve our Vision of The Bank of Tomorrow.

Due to our successful growth, BSB is seeking a qualified and experienced Commercial Loan Processing Specialist to join our team. This role is responsible for managing the commercial loan process from application through closing, partnering closely with lenders and clients to ensure efficient, accurate, and positive member experience.

Key Responsibilities:

- ❖ Process commercial and consumer loan requests from approval through closing and funding.
- ❖ Prepare and review loan documentation for accuracy, completeness, and compliance.
- ❖ Coordinate and track due diligence items, including appraisals, title work, insurance, entity documentation, and other closing requirements.
- ❖ Manage assigned loan pipelines and proactively address potential delays.
- ❖ Communicate with lenders, borrowers, attorneys, title companies, and internal departments to facilitate timely closings.
- ❖ Review loan approval conditions and ensure all requirements are satisfied prior to closing and funding.
- ❖ Maintain accurate loan files in accordance with bank policies and regulatory requirements.
- ❖ Identify opportunities to improve loan processing procedures and efficiencies.

Education and Experience for Success

- ❖ Experience with commercial real estate, construction, and business lending transactions preferred.
- ❖ Knowledge of commercial and consumer loan documentation.
- ❖ Understanding of banking regulations and compliance requirements.
- ❖ Strong organizational skills and attention to detail.
- ❖ Ability to manage multiple loans and deadlines simultaneously.
- ❖ Experience with core banking and loan origination systems.
- ❖ Proficiency in Microsoft Office Suite, including Excel.
- ❖ Ability to work independently while collaborating effectively with internal and external partners.

BSB offers competitive compensation, as well as incentives and a benefit package, including:

- ❖ Standard Paid time off!

- ❖ Your Birthday off as well as two floating holidays!
- ❖ Retirement - 401k!
- ❖ ***You will be a member of the Employee Stock Ownership Plan!!***
- ❖ Health Insurance with Vision and Dental!!
- ❖ Life Insurance!
- ❖ Disability Insurance!

Job Type: Full-time

Benefits:

- ❖ 401(k) matching
- ❖ Dental insurance
- ❖ Flexible spending account
- ❖ Health insurance
- ❖ Health savings account
- ❖ Life insurance
- ❖ Paid time off
- ❖ Vision insurance

Schedule:

- ❖ Day shift

Work Location: In person

If you are looking for an exciting and rewarding challenge – *Join the BUCKEYE STATE BANK Team!*
Interested? Please email hrdepartment@JoinBSB.com with a copy of your resume.

Main Office
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