

Wholesale Loan Administrator 3

Job ID # 5371564

171 17th Street NW Atlanta, GA
301 South College Street Charlotte, NC
1 East Broward Boulevard Fort Lauderdale, FL

Job Description

Community Lending & Investment supports economic development, job creation, and affordable housing through Low-Income Housing Tax Credits (LIHTCs), Historic Tax Credits, and New Markets Tax Credits (NMTCs). Locate optimal construction, tax credit equity, and investments in affordable housing, historical properties, and commercial properties in low-income communities.

The candidate will be responsible for coordinating the legal activities associated with the closing of Community Lending loans, including construction loans, affordable housing transactions, tax credits, letter of credit enhanced bond financing and other financing qualifying under the Community Reinvestment Act. Functions include: assessment of legal issues associated with the loans; coordination of multiple parties to the transaction including lending staff and outside attorneys; assess risk through title, survey, lease and document review; recommend strategies for mitigating risk; review and or occasionally draft loan documents and other legal documentation associated with loans; assist lending staff in devising strategies and documentation negotiations; effectively manage post close follow up, including being accountable for receipt of outstanding items and establishment of accurate electronic files; manage and monitor the life of loan trigger dates and ensure that bank complies under documentation terms.

Team members support our focus on building strong customer relationships balanced with a strong risk mitigating and compliance-driven culture which firmly establishes those disciplines as critical to the success of our customers and company. They are accountable for execution of all applicable risk programs (Credit, Market, Financial Crimes, Operational, Regulatory Compliance), which includes effectively following and adhering to applicable Wells Fargo policies and procedures, appropriately fulfilling risk and compliance obligations, timely and effective escalation and remediation of issues, and making sound risk decisions. There is emphasis on proactive monitoring, governance, risk identification and escalation, as well as making sound risk decisions commensurate with the business unit's risk appetite and all risk and compliance program requirements.

Required Qualifications

- 5+ years of commercial loan closing experience, commercial loan administration experience, or a combination of both

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Desired Qualifications

- Commercial loan documentation, preparation, or review experience
- Ability to navigate multiple computer systems, applications, and utilize search tools to find information
- Ability to work effectively in a team environment and across all organizational levels; where flexibility, collaboration, and adaptability are important
- Ability to work in a fast-paced deadline driven environment
- Effective organizational, multi tasking, and prioritizing skills
- Excellent verbal, written, and interpersonal communication skills
- Intermediate Microsoft Office (Word, Excel, and Outlook) skills
- Strong analytical skills with high attention to detail and accuracy

Other Desired Qualifications

- 5+ year's experience in documenting and closing commercial real estate loans as a paralegal or equivalent experience including experience in drafting unique document provisions; reviewing and analyzing title and survey, lease review, a familiarity with real estate documentation and closing coordination
- Ability to independently handle conflicting priorities
- Strong organization skills attention to detail and accuracy
- Ability to work effectively in a team environment
- Ability to learn and adapt to systems and technology critical to getting the job done

Disclaimer

All offers for employment with Wells Fargo are contingent upon the candidate having successfully completed a criminal background check. Wells Fargo will consider qualified candidates with criminal histories in a manner consistent with the requirements of applicable local, state and Federal law, including Section 19 of the Federal Deposit Insurance Act.

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Internal Team Members

- Visit Teamworks Job Site
 - Intranet: <http://hrpeoplesoft.wellsfargo.com/jobs>
 - Internet: <http://teamworks.wellsfargo.com/jobs>
- Under Basic Job Search, in the **Job Opening ID**.
- Click on **Search**

* Note these instructions are for team members. If requisition search returns with no results, then the job posting is no longer active.

External Job Seekers

- Visit Wells Fargo Careers Site
 - Internet: <http://www.wellsfargo.com/careers/>
- Go to the **Search Our Jobs** link, located in the middle of the right side of the page
- On the Job Search page, click on “Search jobs now”
- Enter Job Opening ID and click search.
- Click on **Go**

* Note these instructions are for external job seekers. If requisition search returns with no results, then the job posting is no longer active.

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