**Loan Officer Job Description**

Job Title : Loan Officer
Reporting To :
Department :
Job Type :
Location :

**Duties and Responsibilites :**

1. Analyze credit and financial status of the applicants and evaluating property to determine feasibility in granting loans.
2. Meet the applicants to gather information for loans applications and answering applicants’ questions.
3. Explaining the types of loans and options of credit those are available and also explaining the terms of each type.
4. Obtaining and compiling the copies of corporate financial statements, credit histories and other information related to finance.
5. Computing schedule for payment.
6. Submitting applications to the credit analysts for the verification as well as recommendation.
7. Approving loan in the specified limitations and refer the loan applications outside of those limits for the approval of management.
8. Reviewing and updating loan files and credit.
9. Supervise the loan personnel.
10. Negotiate the arrangements for payment of customers who have the delinquent loans.
11. Reviewing loan agreements in order to ensure they are completed and accurate according to the policy.
12. Handling complaints from customers and taking the appropriate action in order to resolve the complaints.
13. Setting policies of credit, lines of credit, standards and procedures in the conjunction with the senior managers.
14. Interviewing, hiring and training the new employees.
15. Analyzing the potential loan markets and developing the referral networks to locate the prospects for loans.
16. Marketing the products of bank to firms and individuals and promoting services from the bank.
17. Working with clients to identify with the goals of financial and find ways in order to reach the goals set.

**Academic Qualification :**

**Work Experiences and Skills :**