



Loan Servicing/Business Analyst

Greenville, SC

Lima One Capital is offering an opportunity to be a part of the exciting home renovation industry. We are searching for a quality person who possesses strong values, a great work ethic, attention to detail, assertiveness, and confidence. The new hire will work within the finance department of the company.

A generalized list of job responsibilities is below.

Education and Experience Requirements

- Bachelor's Degree is preferred
- 1-2 years of professional-level experience
- Lending and/or loan servicing industry experience is preferred but not required

Position Requirements

- Gain proficiency in company's loan servicing software as well as any new systems that may be implemented in the future
- Assist with the monthly billing and collections cycle
- Analyze and report on overall portfolio performance and risk metrics
- Monitor the status of delinquent payments and follow-up on an ongoing basis
- Generate payoff letters
- Monitor maturing loans and ensure borrowers have an exit strategy.
- Assist with borrower tax and insurance accounts and perform escrow analysis.
- Assist with construction draw entry and ensure correct escrow and principal balances
- Interact with clients daily to answer questions, solve problems, and deliver the highest-level of customer service
- Maintain detailed records including client contact notes and loan modifications
- Other projects as necessary

Skills Required

- Excellent communication and customer service skills
- Efficient with Microsoft Excel, expertise given strong preference
- Loan servicing experience is preferred
- Experience with Crystal Reporting or SQL would be a plus
- Ability to work in a complex team environment
- Ability to work under minimum supervision and manage tight deadlines



If you're interested in this position, please email Employment@LimaOneCapital.com.