



## **Commercial Loan Closer**

### **The CBS Difference**

At Cooperative Business Services (CBS), we deliver premier commercial lending services and cutting-edge software solutions to financial institutions across the nation. Our expertise spans all property types, ensuring that we meet the diverse needs of our clients.

Our vision is to revolutionize financial partnerships, where institutions thrive and people flourish. This vision drives us to continually innovate and push the boundaries of what's possible in the financial sector.

Our mission is clear: to empower financial institutions with innovative thinking and market-leading business solutions. We are committed to providing the tools and insights needed to navigate the complexities of the market, enabling our clients to achieve sustainable growth and success.

Currently, CBS is in an exciting growth period as we position ourselves for 2025 and beyond. Join us on this journey as we continue to transform the future of financial institutions.

### **Your Role in Our Success**

The Commercial Loan Closer is responsible for facilitating the closing of commercial loans, drafting and understanding loan documents, and managing due diligence processes. This position will be required to work the hours of 8:30-5:30 EST. Below are the areas of responsibilities that will help you thrive and succeed in this role:

- Draft and review commercial loan documents for accuracy and compliance
- Facilitate the closing of commercial loans simultaneously, managing both simple and complex deals
- Order and review title searches and commitments
- Collect and review due diligence from borrowers and their attorneys, including corporate documents, leases, and subordination agreements
- Perform Uniform Commercial Code (UCC) and flood zone searches
- Collaborate with underwriters to ensure due diligence is finalized
- Maintain and update electronic checklists to ensure all diligence items are addressed.
- Manage electronic file organization for all commercial loan files.
- Communicate effectively with internal and external stakeholders to ensure timely and accurate loan closings.

### **What You Bring to the Table**

- You possess an Associate's degree or three+ years of related experience and training; or equivalent combination of education, experience, and certifications.
- You work well independently and remotely with minimal supervision.
- You have excellent organizational and time management skills, with the ability to handle multiple transactions simultaneously
- You have a team-oriented mindset with the ability to collaborate and coordinate across departments
- You are Proficient in Microsoft 365 products and general office skills.

### **The Perks of Being with Us**

At Cooperative Business Services, we believe in creating an environment where you can thrive both personally and professionally. Here's what you can look forward to as a valued member of our team:

- **Compensation:** Base compensation for this role ranges from \$50,000-\$60,000
- **Remote Work Environment.**
- **Generous Holidays:** Take advantage of 13 paid holidays each year
- **Comprehensive Insurance Coverage:** Choose from a selection of medical, dental, vision, and supplemental benefit plans to suit your needs. Additionally, the company provides company-paid Short-Term Disability (STD), Long-Term Disability (LTD), and life insurance equivalent to 1 time your salary.
- **401(k) Plan:** The company provides a generous matching contribution of up to 6%.
- **Tuition Assistance**

Please send all resumes to [careers@cbscuso.com](mailto:careers@cbscuso.com).