April 2014

Job Title: Commercial Real Estate Loan Administrator
Department: Loan Operations

Job Summary:

The Commercial Real Estate Loan Administrator provides ongoing administration and maintenance of an assigned portfolio of commercial real estate loans post closing. Responsibilities include (but are not limited too) review and processing modifications/extensions, payments, rate changes, payoffs, partial releases, full releases and exceptions. This job also entails administering the construction draw process which includes reviewing budgets, inspection reports, identifying and resolving construction and title issues and ensuring requests are in accordance with governing loan documents and have received all required approvals. This job also involves working closely with loan closers, relationship managers, portfolio managers, internal and external counsel, borrowers and all other authorized parties affiliated with each loan transaction.

Minimum Job Requirements:

- High School diploma or equivalent required; Associate's Degree preferred
- A minimum 4 years experience, including 2 years of loan administration or loan operations experience.
- Demonstrated knowledge of loan documentation and lending regulations and ability to effectively interface with customers, internal and external counsel, compliance, credit, title companies, inspectors, insurance companies and other external contacts.
- Job may require additional hours of work during peak periods to meet service levels.

Preferred Job Requirements:

- Commercial/Construction Real Estate Loan Administration Experience

To apply to this posting, email jobs@tscbank.com. Please include pay requirements and resume when responding. Only candidates of interest will be contacted. TriState's compensation and benefit programs offer a comprehensive package that makes it a leader in the Pittsburgh marketplace.

TriState Capital Bank is an Equal Opportunity Employer.

TriState Capital Bank is an equal opportunity employer and does not discriminate on the basis of race, gender, religion, age, sexual orientation, gender identity, nationality or ethnicity, disability, marital or veteran status, or any other classification protected by applicable law. TriState Capital Bank also complies with laws regarding reasonable accommodations for individual with disabilities.