

Loan Processing/Documentation Administrator

[Wells Fargo](#)

2 - 5 years

Not Disclosed

[Bengaluru](#)



Job highlights

- Required Qualifications: . 2+ years of Administrative or Reporting experience, or equivalent demonstrated through one or a combination of the following: work experience, training, military experience, education
- Significant experience working closely with senior and executive leadership
- Experience in various Analytics methodologies and platforms .

Job description

- Identify ways to improve tasks and processes to ensure timely completion, and offer ideas on trends, workflow, and presentation design
- Perform moderately complex administrative, transactional, operational tasks
- Participate in research, tracking, and data gathering related to regulations and policy
- Perform routine analysis, track trends, and present findings
- Receive direction from manager and escalate questions and issues to more experienced individuals
- Interact with peers, team, risk, compliance, and manager on projects, data analysis, and technology issues

The incumbent will be part of the remediation team that is expected to review and extract key meta data and contractual terms from Credit Facilities (Loan) Documentation (Legal & Contractual) and compare the same with existing captured data in the system of record (SoR)/ respective loan management system(s) with the purpose of identifying material differences or inconsistencies amongst the data sets.

In this role, the incumbent will perform a combination or all the following in the course of Contract validation:

Required Qualifications:

- 2+ years of Administrative or Reporting experience, or equivalent demonstrated through one or a combination of the following: work experience, training, military experience, education

Desired Qualifications:

- 1+ years of experience in Commercial Banking & Lending Loans processing
- Past experience, training or license as contract attorneys, legal professionals, and contract translator is an added advantage in the role
- Understanding of banking regulations and compliance requirements to ensure data controls meet policy & legal standards.
- Outstanding problem solving and analytical skills with ability to turn findings into strategic imperatives
- Ability to work effectively in a team environment and across all organizational levels, where flexibility, collaboration, and adaptability are important
- Ability to take initiative and work independently with minimal supervision in a structured environment
- Ability to present and discuss information in a manner that persuades, educates, and enhances understanding at all levels
- Significant experience working closely with senior and executive leadership.
- Strong collaborator and empathetic listener who works with diverse groups to solicit multiple perspectives.
- Possesses executive presence, high energy, ability to manage complexity and a broad scope of daily work activities and stakeholders.
- Strong analytical and critical thinking skills, combined with strategic business focus and vision.
- Ability to execute in a fast-paced, high-demand, environment while balancing multiple priorities.
- Ability to prioritize work, meet deadlines, achieve goals, and work under pressure in a dynamic and complex environment.
- Ability to translate and summarize complex data into understandable, actionable information and recommendations.
- Excellent written, verbal & inter-personnel communication skills
- Overall 2+ years of experience in projects of similar nature in financial institutions
- Advanced Excel (VLOOKUP s, Macros etc.) and dexterity with large data sets
- Experience in various Analytics methodologies and platforms
- Demonstrated experience in deploying enterprise-wide Analytics projects for Global 500 companies is desirable
- Proven change management & process improvement experience
- Facilitate fulfillment of source document requests within agreed SLAs
 - Coordinating with WLO/ upstream teams to source document for Credit Facilities under review
 - Coordinate with contacts across SORs to identify and map the appropriate POCs pertaining to specific document requests.
 - Direct pulls of source documents from ICMP, Filenet, and potential SOOs/SORs as needed.
 - Work with requestors to ensure the document requests are complete and accurate.
 - Source document collection management/ facilitation and organization
 - Recommend enhancements to document collection processes/ procedures.
- Transaction Testing
 - Conduct Contract Validation & Analysis of the Contract Analytics output
 - Identifies Document Defects & Legal Interpretations issues.

- Compare Terms and Critical Data Elements between source documentation to reported values in SoRs
- In-depth review and interpretation of terms in source documentation to validate reported values
- Peer Review and Analytics Building Feedback
- Other Responsibilities
 - Build Subject Matter Expertise through training, experience, and learnings on the job, while leveraging prior experience.
 - Builds Contract Analysis Artifacts, Reporting, Training and Governance practice
 - Act as the point of Escalation for Legal & Contractual Terms Interpretation and trains Analysts
 - Establish Quality Control framework and demonstrate regular and ongoing compliance
 - Establish robust and insightful reporting to monitor, track, and report performance (KPIs & KRIs)
 - Identifies patterns and trends for efficiency generation and innovation
 - Track and record communications (verbal or written) in specified templates
 - Continuously document lessons learned and build knowledge repository
 - Own, maintain and recommend, from time to time, enhancements to process documentation and procedures (SOP)

Role: [Data Science & Analytics - Other](#)

Industry Type: [Financial Services](#)

Department: [Data Science & Analytics](#)

Employment Type: Full Time, Permanent

Role Category: Data Science & Analytics – Other

Education

UG: Any Graduate

PG: Any Postgraduate

Key Skills

[Loans](#)[Data analysis](#)[Change management](#)[Process improvement](#)[VLOOKUP](#)[Workflow](#)[Manager](#)[Quality Control](#)[Macros](#)[Analytics](#)[Financial services](#)

About company

Wells Fargo Company (NYSE: WFC) is a diversified, community-based financial services company with \$1.9 trillion in assets. Wells Fargo's vision is to satisfy our customers' financial needs and help them succeed financially. Founded in 1852 and headquartered in San Francisco, Wells Fargo provides banking, investment and mortgage products and services, as well as consumer and commercial finance, through 8,050 locations, 13,000 ATMs, the internet (wellsfargo.com) and mobile banking, and has offices in 38 countries and territories to support customers who conduct business in the global economy. With approximately 265,000 team members, Wells Fargo serves one in three households in the United States. Wells Fargo Company was ranked No. 26 on Fortunes 2018 rankings of America's largest

corporations. News, insights and perspectives from Wells Fargo are also available at Wells Fargo Stories.