



## **OpenRoad Lending Job Description**

**Job Title: Loan Officer**

**Exemption: Exempt**

**Date Effective: 9/17/2011**

### **POSITION SUMMARY:**

Analyzes and decisions loan applications. Adheres to company policies and procedures to limit company risk. Develops and maintains positive relationship with loan originators.

### **ESSENTIAL JOB FUNCTIONS:**

- Analyzes applications and uses “good judgment” in decisioning applications for auto loans; Utilizes multiple program policies in determining credit worthiness of applicant
- Ensures company service levels are upheld; completes decision process within the designated time frame from receipt of application.
- Analyzes and underwrites a minimum number of loans per day in compliance with department standards.
- Follows established department policy in regards to decision level authority
- Works with funding/fulfillment employees to answer questions and expedite processes
- Contributes to a positive and professional work environment
- Develops and maintains a positive relationship with loan originators/aggregators
- Decisions a minimum number of applications daily as set by the department

### **POSITION REQUIREMENTS:**

#### **EDUCATION:**

Bachelor’s Degree preferred or multi-year experience in same position

#### **EXPERIENCE:**

Minimum 2 years automobile underwriting experience  
Comprehensive knowledge of Fair Lending Laws

#### **SKILLS:**

Able to perform in a fast paced environment while maintaining quality results  
Able to read and interpret all major credit bureaus  
Excellent negotiation and problem solving skills  
Proficiency in Internet based applications  
Proficiency in Microsoft Word and Excel  
Ability to type minimum of 35 wpm

*The above statements are intended to describe the general nature and level of work being performed by the people assigned to this job. They are not intended to be construed as an exhaustive list of all job responsibilities.*