



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

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Job Title

Loan Servicing Analyst

Location

Remote

Client

Undisclosed

Responsibilities

- **Interim Loan Servicing:** Manage and oversee all aspects of interim loan servicing and service-retained loans, ensuring seamless operation and adherence to company policies.
- **Communication Management:** Serve as the primary point of contact for borrowers, servicers, and loan officers. Address and resolve inquiries related to loan payments, transfers, insurance updates, and mortgagee clauses.
- **Issue Resolution:** Promptly address and resolve issues regarding payment research, escrow accounts, and other loan-related concerns. Escalate complex issues to the appropriate personnel or departments while ensuring compliance with regulations.
- **Statement Generation:** Generate and distribute monthly statements, as well as send payment reminder emails to borrowers to ensure timely payments.
- **Payment Processing:** Execute various payment processing transactions, including transaction history, adjustments, and payoffs. Perform accurate and efficient escrow analysis.
- **Maturity and Payment Reminders:** Manage the process of sending maturity and payment reminders to borrowers to maintain timely loan servicing.
- **Extension Handling:** Oversee the extension of loan processes, including reviewing scenarios, drafting extension documents, and collecting associated fees.
- **Documentation Verification:** Verify loan documentation and credit information to ensure accuracy and compliance.
- **Compliance Assurance:** Ensure all servicing procedures and practices adhere to company policies and regulatory requirements.

Qualifications

- **Experience:** Minimum of 3 years of experience in loan servicing or a related field.
- **Language:** Proficiency in English at a C1 or above level.
- **Skills:**
 - Strong analytical and problem-solving abilities.
 - Excellent attention to detail and accuracy in handling loan transactions and documentation.
 - Effective communication and interpersonal skills for managing borrower and servicer relations.
 - Proficient in using loan servicing software and financial analysis tools.
 - **Education:** A Bachelor's degree in Finance, Business, or a related field is preferred.

Apply to this position

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