



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 Processor

Location

Remote

Client

Undisclosed

Job Summary

The Loan Processor will manage commercial real estate loan files from application through closing within a dynamic private lending environment. This role serves as a central coordinator between borrowers, loan originators, underwriting, legal teams, and third-party vendors to ensure transactions move efficiently and close on schedule.

The ideal candidate thrives in a fast-moving deal environment, demonstrates strong organizational skills, and communicates proactively with stakeholders throughout the loan lifecycle.

Responsibilities

Loan Processing & File Management

- Review loan applications and supporting documentation for completeness, accuracy, and compliance with company guidelines.
- Manage loan files from submission through funding, ensuring all milestones are tracked and completed on time.
- Prepare and organize loan packages for underwriting review.
- Maintain accurate records and update pipeline tracking systems.

Deal Coordination

- Act as the primary operational liaison between borrowers, brokers, underwriters, and closing partners.
- Follow up on outstanding conditions and documentation requirements.
- Coordinate closing readiness to support efficient funding timelines.
- Manage multiple loan files simultaneously across different processing stages.

Documentation & Third-Party Coordination

- Order and track third-party reports including appraisals, title, credit reports, and other due diligence items.
- Review property-related documentation such as purchase agreements, operating statements, and rent rolls.
- Ensure all closing conditions are satisfied prior to funding.

Borrower & Stakeholder Communication

- Provide consistent updates to borrowers and internal teams regarding loan status.
- Respond promptly to inquiries and resolve documentation discrepancies.
- Deliver a high level of professionalism when working with real estate investors and partners.

Process & Compliance Support

- Ensure loan files adhere to company policies and applicable lending regulations.
- Support continuous improvement of processing workflows and operational efficiency.

- Maintain confidentiality and accuracy across all loan documentation.

Qualifications

- 2+ years of experience as a Loan Processor or similar role within private lending, commercial real estate lending, mortgage, banking, or financial services.
- Exposure to commercial or investment real estate transactions strongly preferred.
- Understanding of loan processing workflows and underwriting coordination.
- Experience working with real estate investors, brokers, or developer clients is a plus.
- Proficiency with loan origination or pipeline management systems (e.g., Encompass, Calyx, or similar platforms).
- Strong organizational and multitasking skills with high attention to detail.
- Excellent written and verbal English communication skills.
- Ability to work independently in a fully remote environment supporting U.S.-based operations.

Apply to this position

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