

## **Syndicated Loan Deal Servicing**

The primary responsibilities for this position are providing administrative and operational syndicated loan servicing support for the agented syndicated loan portfolio.

Core duties include:

- Act as Administrative Agent in Syndicated Deals led by SunTrust Bank
- Interact daily with internal and external customers
- Interpret credit agreements and be the direct point of contact to Borrowers and Syndicate members
- Processing of all loan and letter of credit activity on assigned portfolio including execution of payments
- Collection and remittance of funds from/to clients and bank group lenders
- Trigger all required events under the deal structure including billing for interest, fees and other events
- Accuracy of all calculations and providing explanations to borrowers/syndicate members
- Posting documents and quarterly Compliance to SyndTrak
- Updating CUSIP site as required
- Review of past due reports and taking action as required

Additional duties include:

- Generating reports for clients
- Departmental or other SunTrust needs
- Updating policy/procedure
- Preparing data for audit requests

### **Minimum Requirements:**

- BS/BA College Degree or equivalent work experience.
- 2-4 years in a Syndicated Loan Operations role.
- Excellent written and verbal communication skills
- Ability to work in a fast-paced, time-sensitive, multi-tasked operations environment.

### **Preferred Requirements:**

- Loan IQ
- Ability to function independently as a technical expert
- Fully knowledgeable of products and businesses
- Knowledge or experience in accounting for syndicated loans and applicable accounting issues.
- Ability to extract and apply principles from legal documentation
- Knowledge of operational, administrative and accounting requirements for loan servicing
- Capable of identifying potential issues and risks and formulate mitigating solutions
- Extremely detailed oriented with a proven track record for accuracy

- Excellent verbal and written communication skills
- Comfortable interacting with various stakeholders including Clients, senior management and outside counsel
- Strong organization and time management skills
- Team-oriented work ethic that includes willingness to help others
- Ability to multi-task and work in a fast-paced environment
- Highly proficient in Microsoft Office products; experience with Loan IQ a plus
- Prior experience with creating reports and/or queries for management or financial reporting.

**Qualified Candidates:**

Please send your resume to [Karen.Weich@SunTrust.com](mailto:Karen.Weich@SunTrust.com)