

Workflow Coordinator Agented Deal Administration

At U.S. Bank, we're passionate about helping customers and the communities where we live and work. The fifth-largest bank in the United States, we're one of the country's most respected, innovative and successful financial institutions. U.S. Bank is an equal opportunity employer committed to creating a diverse workforce. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability or veteran status, among other factors.

Job Description

Responsible for the daily operating requirements for syndicated loan relationships, providing administrative and operational loan support to relationship managers, syndicators, and high-profile borrowers. Processes requests timely on system of record. Ensures borrower or agent requests adhere to the credit agreement terms. Reviews attorney prepared loan documents to ensure U.S. Bank can meet all operating, regulatory, and reporting requirements. Acts as a liaison between business lines and lender banks and facilitates communication internally and externally, as necessary. Develops money movement strategies, including managing all incoming and outgoing wires. Ensures cash flows and wires adhere to internal policies.

Basic Qualifications

- Bachelor's degree in Accounting, Finance, or Business Management, or equivalent work experience
- Five to eight years of related experience

Preferred Skills/Experience

- Thorough knowledge of operational, administrative, and accounting requirements for loan servicing
- Ability to understand operational and administrative risk as related to syndicated credits
- Strong relationship management, analytical and problem-solving skills
- Ability to manage multiple tasks/projects and deadlines simultaneously with minimal guidance
- Excellent customer service/relations skills
- Ability to identify and resolve exceptions and to interpret information
- Effective verbal and written communication skills
- Proficient computer navigation skills using a variety of software packages including Microsoft Office applications
- Experience with administration of syndicated transactions including loan processing and closing mechanics

Benefits:

Take care of yourself and your family with U.S. Bank employee benefits. We know that healthy employees are happy employees, and we believe that work/life balance should be easy to achieve. That's why we share the cost of benefits and offer a variety of programs, resources and support you need to bring your full self to work and stay present and committed to the people who matter most - your family.

Learn all about U.S. Bank employee benefits, including tuition reimbursement, retirement plans and more, by visiting usbank.com/careers.

EEO is the Law

Applicants can learn more about the company's status as an equal opportunity employer by viewing the federal [EEO is the Law](#) poster.

E-Verify

U.S. Bank participates in the U.S. Department of Homeland Security E-Verify program in all facilities located in the United States and certain U.S. territories. The E-Verify program is an Internet-based employment eligibility verification system operated by the U.S. Citizenship and Immigration Services. Learn more about the [E-Verify program](#).

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