JD For Mortgage Loan Processor

Job Title: Mortgage Loan Processor

Company: [Company Name]

Location: [City, State]

# Job Description:

We are seeking a highly skilled and experienced Mortgage Loan Processor to join our team at [Company Name]. The Mortgage Loan Processor will be responsible for processing and underwriting mortgage loan applications, ensuring compliance with state and federal regulations, and providing excellent customer service to our clients.

# Key Responsibilities:

* Process and underwrite mortgage loan applications in a timely and efficient manner
* Verify and evaluate income, assets, credit, and employment information for loan applicants
* Ensure compliance with state and federal regulations, including lending laws and guidelines
* Communicate with clients to provide updates on the loan process and gather additional information as needed
* Review and approve loan conditions and ensure that all conditions are met prior to closing
* Prepare loan documents and disburse loan funds
* Maintain accurate and up-to-date records of all loan applications and processing activities
* Communicate effectively with colleagues and management to ensure a seamless customer experience
* Continuously strive to improve customer satisfaction and retention

# Competency Requirements:

* Proven experience as a Mortgage Loan Processor or similar role
* Strong knowledge of state and federal lending laws and guidelines
* Strong problem-solving and decision-making skills
* Strong attention to detail and the ability to multitask
* Strong computer skills and proficiency in relevant software
* Ability to work well under pressure and meet deadlines
* Strong team player
* Good customer service skills
* Good communication skills

# Qualifications:

* High school diploma or equivalent
* Minimum of 1-year experience as a Mortgage Loan Processor or similar role
* additional training in mortgage loan processing is a plus
* Ability to work flexible hours, including evenings and weekends.