

Real Estate Loan Processor

Role:

Responsible for processing all types of real estate loan applications. Receives, evaluates, and reviews loan applications for

Completeness. Obtains and validates all necessary supporting loan documents/information and prepares loan application for

Underwriting and closing review. Requests and reviews appraisal, title and flood zone certification as required. Communicates

Loan status to all involved parties. Prepares and audits loan package for funding. Obtains proof of hazard/flood insurance, as

Required, on all loans. Assists members with questions or refers members as necessary. Cross-sells Credit Union products and services.

Essential Functions & Responsibilities:

Establish relationship with member and serve as primary point of contact during the loan process. Constant Communication with all parties.

Understand file third party needs and where to order from if needed.

Establish Relationship with Sales, underwriting and servicing.

Provide excellent customer service by communication and follow up with third party vendors for documentation required to close loans timely.

Review submission for completeness and accuracy prior to underwriter review.

Provide excellent customer service to members as well as internal and external customers.

Verify information received from member and third-party vendors.

Document loan with detailed notes for warm handoff to underwriting.

Third party orders required include but not limited to Credit report, CAD, USPS, Flood Cert, AVM/Appraisal, title, survey, and tax transcripts.

Request payoffs, verifications and releases as needed.

Learn and understand Encompass screens and fields and manage files through the milestones to meet closing date.

Notify all parties when issues are identified.

Maintain a pipeline management system to keep up with file follow up.

Answer phone or respond within 4 hours.

Experience and Education:

A two year college degree or equivalent combination of education and experience in loan originations. Banking experience in the loan department or Mortgage Company to ensure thorough knowledge of loan operations in production

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Knowledge, Skills and Abilities:

Maintains an in-depth knowledge of the Credit Unions policies and procedures as well as regulations and

Compliance issues both state and federal. Required to attend or participate in necessary compliance training,

Including but not limited to Bank Secrecy, OFAC and CIP/MIP. Adheres to Credit Unions service standards and core values.

Must have good communication skills.

10-key calculator and typing

Knowledge and proficient use of Microsoft computer applications to include Word, Excel, PowerPoint and Adobe Acrobat.

Must be capable of operating all types of office equipment including computer, copy machine, fax and telephone.

Must have knowledge of FHLMC/FANNIE MAE Guidelines and a good understanding of Federal Lending Regulations.

Hours:

Full-Time

Compensation:

Competitive Salary Based On Experience.