

Loan Processor

Primary Residential Mortgage is seeking a qualified Loan Processor to assist a high producing Loan Officer team. We are a direct lender and offer competitive rates, great benefits, and a wide selection of products to meet your customer's needs. All of our processes are managed in-house, eliminating the need to outsource or depend on third parties to get the job done. Furthermore, our loan fulfillment time is far below the industry average - with loans closing in weeks.

Role

Involved with clients to complete mortgage loan applications by collecting employment and financial data. Processors are responsible for verifying data given to them by the clients.

- Contact applicants in a variety of ways including telephone, e-mail or in-person meetings
- Financial information gathered includes employment situation, salary, assets, financial status, current debts and current expenses.
- Ordering appraisal and title
- Assist in loan application completion
- Receiving data that mortgage loan processors need to verify includes employment length, financial statement accuracy and collateral asset values.
- Loan processors must be good at multitasking and time management
- Clearing underwriting conditions and reviewing closing conditions
- Responsible for submitting application to the lender
- Contacting and communicating with loan closer

Qualifications

- Basic reading, writing, and arithmetic skills required.
- Strong attention to detail
- Strong communication skills, both written and oral
- Ability to effectively and professionally handle difficult situations that may arise when working with branches/divisions
- Multi-tasking ability
- Knowledge of Microsoft Excel and Microsoft Word

- Familiarity with Accounting terms and procedures (e.g. debits, credits, General Ledgers, etc.)
