



PRMI

Primary Residential
Mortgage, Inc.

YOUR GOALS. YOUR DREAMS. YOUR FUTURE.

We'll help you get there

NOW HIRING - LOAN OFFICER ASSISTANT

Primary Residential Mortgage, Inc. - Harford County Branch is seeking a highly motivated, talented individual to assist a team of loan officers in our Towson, Maryland branch office. The Loan Officer Assistant will be primarily responsible for supporting high-volume Loan Officer desks on an administrative level. Tasks include, database entry/management, preparing/ mailing marketing materials, event planning/execution and superior communication with clients. Other administrative duties assigned as needed. Potential growth within.

- Strong organizational and problem solving skills.
- Strong interpersonal and communication skills
- Ability to efficiently manage multiple tasks required.
- Must be proficient with Microsoft Office.
- Must be self-motivated and able to start/complete projects with little direction or follow-up.
- Ability to maintain a high degree of confidentiality.

