

## **Notice of Job Opening**

### **Loan Operations, Processing, & Servicing Department**

**Job Overview:** On-site preparation of residential mortgage loan documentation, work directly with lenders and title insurance companies.

#### **Responsibilities:**

- Coordinate with lenders and other parties involved in the loan process to gather necessary information and resolve any issues
- Ensure compliance with all applicable laws, regulations, and company policies
- Maintain confidentiality of borrower information and adhere to data protection guidelines
- Provide excellent customer service by promptly responding to inquiries and keeping lenders informed throughout processing
- Update loan status in the system and maintain accurate records

#### **Requirements:**

- Strong attention to detail and ability to accurately review and analyze documents
- Excellent communication skills, both written and verbal
- Ability to work independently and meet deadlines in a fast-paced environment
- Previous experience in financial services or loan processing preferred
- Knowledge of Freddie Mac guidelines, escrow procedures, underwriting principles, and fair housing regulations preferred
- Familiarity with loan origination software and 10-key typing skills preferred
- Understanding of TILA (Truth in Lending Act) regulations and ability to ensure compliance preferred

Note: This job description is not intended to be all-inclusive. The employee may be required to perform other related duties as assigned.