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Loan Processor

Description

The Processor is responsible for obtaining and preparing loan documents, credit documents, appraisals, etc., to complete loan files. This position will maintain and update records and files for processing of each loan, verify files for accuracy and completeness, and perform data entries. This position may prepare credit reports and/or purchase contracts.

Responsibilities

Essential Job Functions:

Specific tasks will include, but are not limited to, the following:

- Carry Pipeline 25-30 loans.
- Review new files within 24-48 hours.
- Close every loan on time.
- Order all verifications, appraisals, title work, FHA Case Numbers.
- Act as trouble-shooter for problem loans, interacting between LO, client, and lender.
- Logging new loans.
- Reviewing 1003 for accuracy.
- Preparing stipulation file/requirements and reviewing with Originator.
- Follow up to ensure Statement of Credit Denial letters issued.
- Prepare and distribute aging reports to Originators.
- Pre-underwrite all loans to ensure proper supporting documentation.
- Coordinate and distribute lender and underwriting changes.
- Request routine additional documentation from loan customer.
- Collect, submit and clear ALL underwriting and ALL funding conditions.
- Coordinate closing date and location between Originator, Lender, and closing agent.
- Review HUD prior to closing.
- Identify and follow through on solutions for problems or potential problems with staff, cleanliness of office, orders, flow of customers and visitors, as well as problems with computers and software.
- Ensure proper timelines and follow up procedures are adhered to with loans in Prospect list and Pipeline list.

Required Job Functions:

Specific tasks will include, but are not limited to, the following:

- Verify confidentiality is secure by keeping drawers and sensitive information in locked drawers/cabinets.
- Ensure all changes in lenders and programs by lenders are approved by an Executive Team Member prior to changes.
- Effectively communicate, work with, and build relationships with all levels of constituents including culturally and linguistically diverse staff members and external candidates and/or vendors, while operating in a fast-paced customer service driven environment.

Hiring Organization

Freedmont Mortgage

Employment Type

Full Time

Industry

Mortgage

Job Location

50 Scott Adam Road, Second Floor,
21030, Hunt Valley, MD

Date posted

June 1, 2020

- This position may require occasional overtime and travel.
- Additional tasks as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with a job.

Additional Working Conditions Information:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is often required to walk; use hands to finger, handle, or operate computers, objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.