

Apply: [jobs@telcoe.com](mailto:jobs@telcoe.com)

### Mortgage Loan Processor (FULL time and PART time position available)

#### Must Have:

- 2+ years' experience in a Mortgage Loan Processing role
- Loan Processing experience MUST be within two years to be considered relevant
- Encompass experience a plus

#### Essential Functions:

- Works directly with loan officers, clients and title companies
- Discloses the application and LE package in a timely manner and follows up on it and ensures completeness of application (1003)
- Analyzes credit, IMC disclosures, income documents, assets, contracts, appraisals, titles, researches available resources to make sure the loans are processed to guidelines
- Runs automated underwriting decisions via automated underwriting systems.
- Issues loan status letter/ notifications to client and loan officer
- Follows up and insures receipt of requested documentation on timeline to insure submission of file to underwriting
- Issues commitment letters and creates follow-up procedures for items requested on supporting docs, appraisals, titles and approvals. Ensures contingency dates are met on purchases. Orders subordination agreements upon receipt of appraisal and title
- Clears Underwriting conditions / provides all conditions of loan approval to Underwriting for review and CTC and informs clients on the Clear to Close status.
- Mitigates the closing date scheduling with parties involved
- Weekly pipeline reviews / Review week's pipeline reports to ensure all tasks are completed.
- Assists the dept managers when required with coaching, escalations, balancing workloads, etc.
- Job Type: Full-time or Part-time

Pay: Very competitive

#### Benefits:

- 401(k)
- 401(k) Matching
- Dental Insurance

- Health Insurance
- Life Insurance
- Disability Insurance
- Vision Insurance
- Tuition Reimbursement
- Employee Rate Discounts
- Health & Fitness Awards
- Business Casual Dress with Blue Jean Fridays

Schedule:

- Monday to Friday FT or PT Flex Schedules available

COVID-19 considerations:

Experience:

- Mortgage: 2 years Mortgage Loan processing
  - 5 years Consumer Loan processing
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