

PEN AIR FCU
Structured Compensation - Job Description
External Mortgage Originator

Role:

Primary role of the External Mortgage Originator is to develop outside community contacts such as realtors, builders, insurance agents, title companies, and other real estate professionals to generate external mortgage leads. Determines best program to fit member(s)' needs. Regularly, follows-up on loan applications to convert applications to closed loans.

Essential Functions & Responsibilities:

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| E | 50% | The majority of the External Loan Originator's daily efforts should be outside sales activities including regular calling on relationship partners to maintain existing partnerships and to develop/establish new relationship partners. |
| E | 20% | Reviews residential loan application files to verify that application data is complete and meets Pen Air's policy and procedure standards (i.e. allowable terms, assets, credit, and length of employment, etc.). Prepares and provides applicants with pre-qualification and denial letters. |
| E | 20% | Within 3 days of a completed application, assures proper mortgage disclosures are provided to all borrowers. Follow-up with borrowers on completion of initial disclosures and requests minimum support documentation (i.e. income documents, asset statements, etc.) from borrowers. Forwards file to assigned Processor for submission to underwriting. |
| E | 5% | Attends mortgage purchase closings and maintains and develops new relationships with business partners (i.e. realtors, builders, title companies, insurance agents, etc.). |
| N | 5% | Performs other related duties as assigned. |

Performance Measurements:

1. Produce loan documents and reports, with zero unresolved errors.
2. Accurately prepare file for underwriting within 3 days of receipt.
3. Accurately close, organize and complete member loan files within 60 minutes.
4. Provide friendly, accurate, professional service to members and associates by responding to messages and correspondence within 48 hours.
5. Meet or exceed the minimum established individual goals each month.
6. Develop and maintain knowledge of all mortgage products and rates within the credit union and from the mortgage industry.
7. Regular reliable attendance.
8. Demonstrate behaviors consistent with the Pen Air Core Values

Knowledge and Skills:

Experience One year to three years of similar or related experience.

Education A high school education or GED.

Interpersonal Skills Work involves extensive personal contact with others and is of a personal or sensitive nature. Motivating, influencing, and/or training others is key at this level. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.

Other Skills

Physical Requirements Light or low amount of physical exertion

Work Environment Primarily an outside sales position. Occasional adverse weather/traffic conditions may exist.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.