

<b>Job Title</b>	Mortgage Loan Originator
<b>Short Description</b>	We are looking for an experienced mortgage loan officer/originator to join our credit union team. This position is responsible for meeting with members to collect personal and financial data in order to process incoming home purchase and refinance requests. A minimum of 5+ years of experience and a degree in finance or business preferred, but not required.
<b>Full Description</b>	<p>Duties include:</p> <ul style="list-style-type: none"> <li>- Collect financial information (e.g. taxes, debts)</li> <li>- Evaluate creditworthiness and eligibility for obtaining a mortgage loan</li> <li>- Interview clients (members)</li> <li>- Guide members through mortgage loan options</li> <li>- Prepare and submit mortgage loan applications</li> <li>- Ensure data are in line with national and local financial rules</li> <li>- Monitor and report on application processes</li> <li>- Inform clients about loan approval or rejection</li> <li>- Help resolve problems with applications</li> <li>- Research new mortgage loan policies</li> <li>- Ensure compliance with privacy laws and confidentiality policies throughout the process</li> <li>- Build a supportive referral network (e.g. with clients, lenders, real estate agents)</li> </ul> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- Experience as a mortgage loan officer or in a similar role</li> <li>- Previous experience in sales or customer support is an asset</li> <li>- Working knowledge of mortgage loan computer software</li> <li>- Ability to handle confidential information</li> <li>- Great mathematical and analytical skills</li> <li>- Attention to detail</li> <li>- Reliability and honesty</li> <li>- Pass / obtain NMLS Registration</li> <li>- Degree in Finance or Business is a plus</li> </ul>
<b>Education</b>	A degree in Finance or Business is a plus, but not required.
<b>Additional Comments</b>	Position has been primarily commission in the past with a short term ramp up period. Full benefits, including 401k, healthcare, etc. available.
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<b>Expiration Date</b>	12/31/2020