

Job Title	Mortgage Loan Processor
Short Description	WinSouth Credit Union is seeking an experienced Mortgage Loan Processor to work with our members to originate and close purchase transactions, refinances and home equity loans. The position requires individuals to prepare files for underwriting, order supporting documentation and prepare closing documents. Candidates must be willing to work in a team environment and possess excellent organizational skills, be an effective communicator and maintain great member relationships.
Full Description	<p>Meet with members and assist in the origination of mortgage files including purchase transactions, refinances and home equity loans. This includes recommending products that meet their mortgage needs and determining member and product eligibility.</p> <p>Gather and review supporting loan documentation and enter information into the loan processing system to generate initial loan disclosures.</p> <p>Perform review of mortgage loan files including; income, assets, credit and collateral.</p> <p>Submit mortgage files to management for review and loan approval.</p> <p>Order supporting loan documentation such as appraisals, flood certification, loan payoffs and termite work.</p> <p>Schedule mortgage closings and prepare closing packages based on loan approval.</p> <p>Handle mailing of loan payoffs to creditors and the recording of mortgage documents.</p> <p>Must be able to work in a stressful environment while delivering a high-level of customer service</p> <p>Requirements</p> <p>2-3 years of loan processing experience</p> <p>Knowledge of Mortgagebot processing systems (Preferred)</p> <p>Great customer service skills</p> <p>Ability to problem solve and communicate effectively as part of a team</p>
Education	High School Diploma
Additional Comments	
Credit Union	Winsouth Credit Union
State	Alabama
Contact Name	Rachael Lee

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Expiration Date	09/09/2022