Mortgage Loan Processor

Full Time, Exempt
Reports to Loan Operations Manager
March 3, 2020

Position Summary

The position of Mortgage Loan Processor is responsible for ensuring the timely and accurate preparation and packaging of residential loans from the beginning of the application to funding by working closely with the Mortgage Loan Originator(s) through the entire loan process. Partners with the Mortgage Loan Originator(s), Credit Administration and Loan Operations to successfully implement new residential products and services.

Essential Duties

- Process residential mortgage loans and home equity lines of credit under various programs in a quality consistent with all company policies and procedures as well as meeting all regulatory requirements.
- Maintains a pipeline of loans and is responsible for the timely and compliant flow of such loans through the process.
- Enters all required data and documentation into loan origination system, follows-up and communicates with clients, business partners and the Mortgage Loan Originator(s) to obtain missing or updated documentation in order to process the mortgage loan file in a timely manner.
- Request and review any necessary supporting documentation, including credit checks, title reports, appraisals, tax returns, verifications of employment/assets, flood certification, etc., and ensuring the information is complete, accurate and complies with company standards, applicable regulations, standards, and guidelines.
- Order and review preliminary title reports for accuracy and coordinate the clearing of title issues/exceptions, ensuring proper lien position is secure.

Seattle Bank

Mortgage Loan Processor

- Ensures that the loan funding process is performed accurately, on time, and that all applicable departments are kept abreast of the funding for their processes to be performed.
- Assists with the implementation of new residential products, services and third-party arrangements into existing processes and systems.
- Ensures that loan origination system is maintained by vendor and that all system issues are identified, tracked, reported on and resolved in a timely manner.
- Assist Loan Operations Manager with special projects related to streamlining loan workflow, procedures and systems.
- Provides reports as needed for Management and/or the Board.
- Follows all Bank policies and procedures, compliance regulations and completed all required annual required or job-specific training.

Minimum requirements

- Bachelor's degree or equivalent from a four-year college or university or three to five years of related experience and/or training.
- Experience processing Conventional, Jumbo, Custom Construction and Renovation, 2nd Mortgages and Home Equity Line of Credit loans.
- Demonstrated working knowledge of federal and state lending guidelines, rules and regulations, including TRID and HMDA.
- Exceptional verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, train personnel, read, analyze and interpret documents and professional journals, understand procedures, write reports, correspondence and procedures, speak clearly to customers and employees.
- Previous MortgagebotLOS and Doc Magic experience preferred.
- Proficiency with personal computers and related software packages such as Word and Excel.

Seattle Bank

Mortgage Loan Processor

- Tactfulness and proven ability to handle sensitive and confidential situations.
- High energy, self-motivated, and service-oriented attitude.
- Ability to work on multiple projects with the flexibility for changing priorities; the ability to work with constant interruptions.
- Strong organizational skills, attention to detail, ability to meet deadlines, and assist other department needs.
- Effective organizational and time management skills.

Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas.

Seattle Bank