

## Senior Mortgage Loan Processor

Seattle Bank is a young, local investor-backed community institution, dedicated to building Seattle's next great bank. We believe that the Puget Sound once again needs a bank made out of the fabric of this area, focused on the specific needs of the region's people and businesses, and dedicated to giving back to, and growing, our community.

The bank's subsidiary, Seattle Mortgage Company, was founded in 1944. Locally owned and managed since that time, it is now one of the most respected mortgage companies in the Puget Sound, and is dedicated to building on its history to create a truly exceptional mortgage company for the Pacific Northwest.

### Position Summary:

Our ideal candidate will be skilled in many areas in mortgage lending, have high ethical standards, is inspired and driven by the idea of working with a team to provide great customer experience.

### Essential Functions:

- Experience in processing conforming, jumbo, FHA, VA loans.
- Process applications from time of receipt of application to submission of the loan package to underwriting.
- Gather, organize and track loan documentation.
- Work with lenders, underwriters, funders, and others to complete processing.
- Verify customer income documentation and resolve routine title issues including vesting issues and various liens.
- Execute closing actions to ensure a timely and effective closing process.

### Qualifications:

- High School Diploma and Some College
- 5+ years senior processing experience: conforming jumbo, FHA, VA loans.
- Proficient in the following software systems – Calyx Point, Encompass, PC Lender, Microsoft Office Suite, and AUS.
- Tactfulness and proven ability to handle sensitive and confidential situations.
- High energy, self-motivated, and service-oriented attitude.
- Strong interpersonal, written, and verbal communication skills.
- Strong organizational skills, attention to detail, ability to meet deadlines, and assist other department needs.
- Must display strong team attitude and have strong professional skills.

Full Time Regular – M-F - Exempt – DOE

Offers of employment are subject to successfully passing credit and criminal background check.

Interested? Send a cover letter and resume to [jobs@seattlebank.com](mailto:jobs@seattlebank.com).

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