

REAL ESTATE LOAN PROCESSOR

Position:

Real Estate Loan Processor

Responsibilities:

Process residential and commercial real estate loans for both secondary market and in-house portfolios.

Key Requirements:

- Real estate loan processing experience.
- Understanding of loan processing, underwriting and closing procedures.
- Knowledge of regulations set forth by the CFPB and other agencies.
- Great time management and organizational skills with attention to detail.
- Outstanding communication and customer service skills.
- Team player.

Key Responsibilities:

- Perform a general evaluation of the application to determine necessary documentation to obtain loan approval.
- Gather and review all required documentation from the borrowers.
- Prepare and provide the required disclosures in a timely manner to meet regulatory requirements.
- Prepare and submit files to underwriting for approval and meet any underwriting conditions.
- Act as point of contact between loan officers, underwriters, title companies and borrowers.
- Order/Prepare required loan closing documents and coordinate closings with title companies.
- Book in-house loans into Core System and review for accuracy.
- Report covered loans to HMDA.
- Prepare closed loans to scan and index into system.

