

JOB TITLE: Mortgage Loan Associate

FLSA STATUS: Non-Exempt

DEPARTMENT: Lending

REPORTS TO: Mortgage Manager

PRIMARY FUNCTION:

Attention to detail, positive, efficient, fun... are these your strengths? Then you are the candidate we are looking for to shine in this role!

As a Mortgage Loan Associate, you will be primarily responsible for maintaining the daily oversight of the Loan Officers pipeline to ensure appropriate deadlines and expectations are met.

ADDITIONAL RESPONSIBILITIES INCLUDE:

- Assist Loan Officers with compiling the loan application and completing the file in the loan origination software.
- Ensure that all loans have been reviewed and accurately prepared prior to submittal to the Loan Processing department.
- Review loan documentation, supporting documentation and credit reports.
- Collect conditions and follow up with the Loan Officers weekly on file status.
- Keep up-to-date on and maintain an understanding of loan programs, policies and procedures.
- Deliver high quality work to maintain efficient pipeline management with operations staff.

QUALIFICATIONS:

- High School diploma (GED) with a minimum of 2 years mortgage and/or banking experience.
- Work independently to organize and prioritize tasks, manage time to meet deadlines, analyze requests, understand issues and develop appropriate solutions.
- Excellent organization, attention to detail and time management skills.
- Strong focus on delivering exceptional customer service to internal and external customers.
- Previous experience and knowledge of loan products and terminology is a plus.
- Positive attitude.

Please email your résumé to Jill in Human Resources or call with questions pertaining to the position.

EMAIL: jills@blccb.com **PHONE:** (920) 687-7842