



## MORTGAGE LOAN PROCESSOR

Come Join Our Team!

MTG Services is management consulting company that works with more than 40 of the top mortgage lenders in the country. We have been engaged to help our clients actively recruit Mortgage Loan Processors with Conventional, FHA, or VA experience. We currently have dozens of openings and would love to talk to you.

The Mortgage Loan Processor role is very important and requires the qualified candidate to be able to work under very tight deadlines while maintaining the highest level of accuracy. The primary responsibilities of the Mortgage Loan Processor include:

- Work directly with borrowers to answer questions, understand their needs, and help guide them through the loan process
- Verify information contained in the mortgage application to ensure its completeness and adherence to corporate / regulatory requirements
- Coordinate with the borrower to compile the required documentation pertaining to income, assets, liabilities, employment, and other areas
- Collaborate with title, valuation, underwriting, closing, technology, and other support groups
- Preliminarily evaluate the information provided by the borrower and make recommendations if the loan does not meet the required standards
- Coordinate all third-party services such as survey, appraisal, title, etc.
- Submit completed applications to underwriting and work with underwriting to cure any issues
- Prepare approval and denial letters
- Submit all approved mortgage loan files to closing
- Update various systems of record with critical loan information

### **Critical Requirements for all Candidates:**

- Must enjoy working with a company that values its team members
- High school diploma or degree from an accredited college or university
- 3+ years of experience in mortgage loan processing
- Strong PC skill with experience in MS Office
- Strong math skills
- Experience in Encompass
- Detail oriented
- Ability to work independently and handle multiple priorities under stringent timelines



- Preferred: ability to work flexible hours, including nights and/or weekends

Our clients are offering above market compensation, potential signing bonuses, and a long list of benefits.

Please submit your resume and compensation requirements. We would love to talk to you.