



MORTGAGE LOAN POST-CLOSER

Come join our team!

MTG Services is consulting company that has been retained to actively recruit Post-Closers for several of its mortgage company clients. The Post-Closer 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 Post-Closer includes the following:

- Conduct complete audits of all files assigned and review the information provided by the title company for errors
- Correct any errors uncovered during the post-close review process
- Follow up on all issues identified until resolved to eliminate potential issue with loan salability or aging
- Clear all stipulations as provided by an investor based on specific timelines
- Facilitate imaging and indexing all supplemental data or information provided to cure issue
- Upload files to the appropriate investor
- Verify if the loan requires mortgage insurance, cert information is correct, and activate the mortgage insurance
- Track and report errors
- Ensure escrows are sufficient
- Check TIL/APR fees to validate within tolerance
- Reconcile that all closing conditions have been met and amend the closing disclosure if required

Critical Requirements for all Candidates:

- High school diploma or degree from an accredited college or university
- 2+ years of experience as a Post Closer
- Strong experience with TILA, TRID, RESPA and investor requirements
- Strong PC skill with experience in MS Office
- Experience in Encompass
- Detail oriented and strong verbal / written communication skills
- Ability to work independently and handle multiple priorities under stringent timelines
- Must enjoy working with a company that values its team members

Our clients offer above market compensation and benefits.