



## MORTGAGE LOAN CLOSERS AND SR. MORTGAGE LOAN CLOSERS

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 Closers and Sr. Mortgage Loan Closers with Conventional, FHA, or VA experience. We currently have dozens of openings and would love to talk to you.

The Mortgage Loan 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 Mortgage Loan Closer includes

- Prepare all loan closing documents and deliver to the closing agent along with communicating any specific instructions or requirements
- Review and approve final loan closing documents including Loan Estimates and Closing Disclosures that may be prepared by the Settlement Agent
- Validate the accuracy and completeness of all information in the closing package
- Perform a quality assurance review of all files. This review includes:
  - Truth in Lending
  - Good Faith Estimate
  - Loan Estimate and Closing Disclosure
  - Document expiration
  - Escrow determination
  - Cash-to-close
  - Other items as require
- Work directly with other areas within the company to answer questions and obtain updated information for inclusion in the closing file
- Confirm existence of final closing documents
- Monitor pipeline and manage issues

### **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 as a Closer or preparing loan closing documents
- 2+ years of experience in the mortgage industry
- 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

*Our clients offer above market compensation and benefits.*

Along with your resume please submit your compensation requirements.