

Wardsville Branch

Full-Time; Monday through Friday; works a minimum 40 hours/week

Job Summary:

Mid America Bank seeks a skilled, motivated, and community-driven individual to join our team! The Mortgage Loan Processor is responsible for analyzing, obtaining, and preparing all necessary documentation for mortgage loans and setting up the loan on the bank's core system. This exceptional candidate should have superb decision-making and problem-solving skills, excellent customer service abilities, and the capability to maintain confidentiality. This position comes with outstanding benefits which include 100% employer-paid insurance premiums for full-time employees.

Primary Duties:

- Assemble all required mortgage loan documents in a timely manner
 - Process loans accurately and in compliance with policies, laws and regulations
 - Set-up mortgage loans and transactions using the bank's core systems and software
 - Assist in the sale of mortgage loans to the secondary market
 - Report pending documents to loan officer
 - Disburse loan proceeds and prepare loan advances
 - Ensure documents are recorded and filed
 - Follow up on any outstanding loan items
 - Prepare transactions, reports, and correspondence accurately
 - Comply with bank operations and security procedures
 - Other duties as assigned by supervisor
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Skills:

- Superb Customer Service Skills
 - Evaluate information to determine compliance with standard
 - Maintain confidentiality
 - Gather information and make informed decisions that solve problems
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Experience:

- High School Diploma or GED equivalent required
 - Prefer 2-5 years of previous mortgage banking experience
 - Familiarity with Fannie Mae underwriting standards preferred but not required
 - Years of experience may be substituted for education requirements or related work experience
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