

We are seeking a Junior Lender to shadow a Senior Loan Officer to acquire and retain new and existing customers, assist other Loan Officers when needed, support each loan transaction from application to closing, and provide excellent customer service to all Partners/ Realtors/ Clients and borrowers.

- To evaluate, authorize, or recommend approval of loans according to policy. Advise borrowers on financial status, credit history, and methods of payments.
- Efficiently communicate with borrowers via phone, written communication and / or in person.
- Knowledgeable regarding mortgage processes, able to answer borrower's questions and take applications.
- Assembles a complete loan package for processing.
- Follows loan transactions from application to closing.
- Able to multi-task (i.e. work on multiple loans simultaneously).
- Is proactive in continuous learning (asks questions, etc.), including experience and knowledge.

Specific Skills/ Knowledge/ Abilities Required for Position:

- Good character, motivated, hard working.
- Ability to work well with fellow associates, clients and vendors.
- Good communication skills. Neat, clean, healthy work habits.
- Bachelor's Degree or Associates Degree with the intent to earn a bachelor's Degree
- Desire to be successful