



Position: **Correspondent Loan Coordinator**

Location: **Avon, CT**

Position Duration: **Full Time**

POSITION SUMMARY:

Support the Correspondent Lending department as a customer service liaison with our correspondent partners.

ESSENTIAL FUNCTIONS:

- Manage closed loan file flow with internal departments including bucketing of documents in Encompass LOS, and completion of required data input
- Act as a liaison to the correspondent partners
- Work closely with Loan Processor and sales team to keep loan pipeline updated
- Perform inside sales support duties

OTHER FUNCTIONS

- Excellent communication skills and follow through
- Ability to perform tasks and complete projects with minimal supervision
- Excellent follow up and customer service skills
- Able to work independently
- Represent Norcom Mortgage in a professional manner in interactions with correspondent partners

KNOWLEDGE, SKILLS AND ABILITIES

- Possess a basic understanding of the mortgage process/industry
- Customer service driven; responsive to client issues and concerns, both internally and externally
- Ability to communicate effectively – both in written and verbal form
- Strong attendance, reliability, detail oriented and well organized

Join the winning Norcom Team. We pride ourselves on being an industry leader, where developing long lasting relationships is the foundation that we were built on.