



Are you ready to join a dynamic team that helps you reach your potential while affording you time to enjoy all life has to offer? If you are, then Village Mortgage culture and philosophy may be the right fit for your talents. We are a family oriented business that offers flexible work schedules and understands the importance of work-life balance. We offer full benefits and advancement opportunities for those who excel. Our employees enjoy a friendly and fun work environment along with modern and comfortable office spaces utilizing the latest in technology.

Village is looking for a loan Delivery Specialist in our Avon, CT, location.

Job Summary

The Loan Delivery Specialist will deliver collateral, audit each loan file for accuracy and ensure that the loan file is delivered to the investor in a timely manner. Also responsible for ensuring the loan file is complete as required by the applicable agencies and/or investors.

This role works closely with all mortgage loan team members as well as with investors to ensure the timely purchase of all loans.

Key Responsibilities

- Delivers loans that are locked by secondary to the appropriate investor.
- Checks the closing package for all documents and makes sure they are signed and dated.
- Scans these documents into Encompass under: executed closing documents.
- Ensures the rest of the file that's already in Encompass has been marked ready to ship.
- Saves the file and uploads it to its investor (Franklin American, Wells Fargo, etc.)
- If the loan is a USDA, VA or FHA we will pay the fees at time of delivery.
- Is responsible for any conditions that the investor has added to the file before they will purchase the loan.
- Once the investor is satisfied they will approve the loan for purchase.
- Pulls the purchase advice once the investor supplies it.
- Sends it to the warehouse bank and to appropriate people in house.

Core Competencies

- Flexible, Detail Oriented, Customer focus, Team working, Initiative, Problem solving, Organized, Self-motivated

General

- Adopt the Village culture of Professionalism, Integrity, Effectiveness and Dynamic attitude that contributes to an internal environment of teamwork and promotes a positive brand image to our external customers.
- Comply with Village procedures, policies and regulations relevant to this role. Undertake relevant training on Village policies and procedures as delivered by the line manager, the Human Resources department or compliance, risk, internal audit teams either directly or via Digital University.
- Computer skills: good working knowledge of MS Office
- Communicate effectively with others, both verbally and in writing
- Proven background in accurate, high volume data entry
- Proven ability to manage time, meet deadlines and prioritize
- Maintain standards and professionalism during periods of fluctuating workloads
- Provide professional service to direct customers of Village Mortgage in all interactions.

- Maintain team standards through supporting other team members in the Underwriting team in achieving their service/quality levels and targets, as required.
- Build effective working relationships with other team members.
- Manage daily tasks to ensure business needs are consistently met.

Education and Qualifications

- High School Diploma (or equivalent) is required
- Prior mortgage industry experience preferred

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Contact

For more information or to apply, please visit our website, <https://www.villagemtg.com/> or contact us directly at:

Village Mortgage HR Team

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