

Village Mortgage, one of the top mortgage lenders in the Northeast, is seeking a **Loan Delivery Specialist** in our Avon, Connecticut office.

In 2014, Village Mortgage was once again voted as one of the Top 10 places to work in Connecticut by the Connecticut Post, as well as one of the Top 20 Mortgage Employers in the Northeast by the National Mortgage Professional Magazine in 2015. Village Mortgage relocated its corporate headquarters from Torrington, Connecticut, to Avon, Connecticut in October 2013. Since then, Village has expanded to operate 18 branches in Connecticut, Massachusetts and Rhode Island with over 125 employees, and will continue to grow in the New England market in 2015. Every new Village Mortgage employee has become part of our family - come see what we are all about!

Specific Responsibilities:

- Reviewing closed loan files for completeness and accuracy prior to delivery
- Delivering closed loan files to investors
- Requesting shipping of mortgage notes from warehouse lenders to investors
- Managing suspense conditions from investors
- Requesting additional or updated documentation as required by investors from operations staff, borrowers, brokers and banks
- Working in a paperless environment on Encompass360 Banker Edition

Qualifications:

- High school diploma or equivalent
- 2 years of underwriting experience in a banking or mortgage lending institution
- 2 years of experience in any of all of mortgage processing/underwriting/closing
- Experience with Encompass360 Banker Edition preferred

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Contact:

[Francine Putnick](#)

[Sr. Vice President, Operations](#)

[30 Tower Lane](#)

[Avon, CT 06001](#)

[E-mail: fputnick@villagemtg.com](mailto:fputnick@villagemtg.com)