

Mortgage Loan Closer for Sanborn Mortgage

Looking for a mortgage loan closer for a small privately held mortgage business in West Hartford

As a Mortgage Loan Closer you are responsible for the preparation and execution of all aspects of the closing process, from closing doc prep to sale and purchase of the loan into the secondary market. Closer to review fully executed closing documents for accuracy and delivers closing packages to Investor for timely delivery. Makes document corrections as required for the purchase of the loan and ensures that all terms of the sale are met.

Qualifications

- Detail-oriented
 - Ability to work under pressure
 - Strong computer skills and customer service skills
 - Strong verbal and written communication skills
 - Familiarity with closing and documentation procedures
 - Encompass software experience a plus
 - Knowledge of conventional loan programs
 - 2-3 years' experience in the Mortgage Industry preferred
 - A self-starter with strong organizational skills
 - Ability to remain calm, multi-task and excel in a fast-paced deadline-oriented environment where work volume can fluctuate widely and quickly
 - Knowledge of the complete mortgage lending process from origination to sale into secondary market
 - Perform any other duties as assigned
 - Experience in other areas of the mortgage industry would be helpful, processing, underwriting, etc.
- Job Type: Full-time

Please submit resume to kviani@sanbornmortgage.com