

Mortgage Loan Processor-Shelton

Connecticut Home Mortgage, A Berkshire Hathaway Affiliate

Description

Connecticut Home Mortgage, in partnership with Berkshire Hathaway Home Services, is a Mortgage Banker/Lender with a 21-year track record of consistent growth and stability throughout Connecticut.

Berkshire Hathaway Home Services provides our company with a constant flow of high quality "**purchase**" business. **The refinance boom is coming to an end.** As rates continue to rise, jobs will be in jeopardy. It makes sense to secure your future now!

DESCRIPTION:

We are searching for an experienced Mortgage Loan Processor with 4+ years of experience for our Shelton, CT location. Strong knowledge of FNMA, FHLMC, FHA & VA required.

DUTIES & RESPONSIBILITIES:

- 1. Accurately review an average of 5-6 new loan files per day and be able to converse with borrowers regarding additional information required*
- 2. Review & evaluate loan scenarios, applications, property inspection reports and financial statements to assess risk*
- 3. Submit loans through the appropriate AU system, validate findings & review conditions*
- 4. Thorough understanding of requirements/products and provide LOs with loan alternatives*
- 5. Must be highly organized with strong communication skills*
- 6. Numerous other duties and/or mortgage related tasks relative to the position*
- 7. Work well under pressure and provide great client service.*

REQUIREMENTS:

EDUCATION AND/OR EXPERIENCE

4+ years of processing experience. Associates Degree. Knowledge of standard underwriting procedures. Strong communication & analytical skills. Superior computer skills: Excel, email, word processing.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as interest, discounts and percentages. Able to apply concepts of basic math.

LANGUAGE SKILLS

Ability to write correspondence, read & interprets documents, and speak effectively to all employees.

REASONING ABILITY:

Able to define problems, collect data for resolution, establish facts and provide information that is thorough and concise to management for resolution. Ability to interpret an extensive variety of technical instructions.

Offers excellent benefits and 401k package. Email resumes to humanresources@bhhsne.com