



## **Mortgage Processor-Avon, CT**

### **Job Summary:**

Norcom Mortgage is seeking 2 Mortgage Processors to join our Processing Team in our Avon, CT office. The position requires being able to work individually as well as in a team environment and to be able to remain current with policy and guideline changes. Disclosure experience a plus.

### **Responsibilities:**

- Receive and process wholesale broker loan submissions through underwriting and closing
- Collect and process submitted conditions to assist in meeting established turn-around times
- Disclose GFEs to borrowers according to compliance guidelines
- Answer all incoming calls and emails addressing broker concerns

### **Qualifications:**

- Familiar with LP and DU loan submissions
- Must be a self-starter with strong analytical, judgment, and multi-tasking skills
- Detail oriented with an ability to work in a fast-paced environment
- Must possess an ability to manage a high-volume pipeline of loans
- Experience with Microsoft Office suite of applications
- Excellent oral and written communication skills
- Creative problem solving techniques
- Minimum two years processing experience required
- Wholesale processing experience a plus

If interested please fill out an application at <http://join.norcom-usa.com/current-openings/apply/40>

*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.*