

Location: Danbury, CT

Newtown Savings Bank is looking for a bilingual (English and Spanish or Portuguese) Mortgage Loan Officer for the Danbury area. This results-oriented, sales professional is responsible for all retail lending, including mortgage loan origination. This includes the interview process, completion of the application, and the receipt of all supporting documentation in order for the Mortgage Loan Underwriter to process the application. The successful candidate must be sales oriented and possess excellent communication skills. The employee must also maintain an active registration status with NMLS (Nationwide Mortgage Licensing System and Registry).

PRIMARY ACCOUNTABILITIES / RESPONSIBILITIES:

- Meet customers within the office, at Branch locations and in locations at the convenience of the customer.
- Interview applicants and assess their lending needs.
- Screen loan requests based on financial institution policies and on types of loans offered by the institution and other correspondent lenders.
- Explain mortgage/loan products on how they work and how the product will benefit the applicant's needs.
- Understand compliance issues including the timelines of mortgage loan processing.
- Communicate effectively with customers, realtors, and loan origination department.
- Provide prompt and courteous service to all internal and external customers.

POSITION REQUIREMENTS:

- Bachelor's degree or equivalent.
- Bilingual (English and Spanish or Portuguese)
- 3-5 years mortgage banking experience required
- Knowledge and understanding of loan products, forms, documentation, and compliance issues.
- Strong customer interviewing skills.
- Ability to meet deadlines.
- Proficient in MS Office.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Full time employees also receive a complete benefit package including a generous 401(k), medical benefits, paid time off, and short and long term disability programs.

For immediate consideration, please complete our online application at: [NSB Application](#)

Newtown Savings Bank is an equal opportunity and affirmative action employer regardless of race, gender, disability status, protected veteran status. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, age, marital status, national origin/ancestry, sexual orientation, gender identity, disability status, protected veteran status, or any other legally protected status.