

Wholesale Processor

Village Mortgage – Avon, CT

Village Mortgage, one of the top mortgage lenders in the Northeast, is seeking a Wholesale Processor in our Avon, Connecticut office.

Specific Responsibilities:

- Initial file setup - Review, data input, compliance check, stack the file in Encompass
- Disclose lender disclosures within required regulatory timeframe.
- Ensure that all loan documentation is complete, accurate, verified and complies with company policy and Federal and State regulations.
- Order tax transcripts, VOE's, property verifications, flood certs and NMLS verifications.
- Ensure that the file passes all compliance before it's submitted to Underwriting.
- Work directly with Mortgage Brokers addressing any missing items or concerns.

Qualifications:

- High school diploma or equivalent required
- Mortgage experience required
- Experience with Encompass360 Banker Edition preferred but not required

The ideal candidate must be; motivated, detail oriented and have the ability to multi-task while working in a fast paced team environment. Must also be able to work independently

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.

Michelle Lucia – mlucia@villagemtg.com