



Position: Mortgage Processor

Reports to: Branch Manager

Location: All Locations

Job Summary:

As our Mortgage Processor, you will assist our Mortgage Bankers in various aspects of closing a loan. You will document residential real estate loan files to program and underwriting standards. You will also process mortgage applications and ensure that loan files are complete before forwarding.

Key Responsibilities:

- Ensure files are complete & compliant determining any additional verification or documentation requirements including credit reports, open mortgages, public records, and excessive inquiries
- Order credit supplements as necessary and update file with current information
- Maintain pipeline & timely loan process monitoring of loan applications
- Establish solid communication with the Mortgage Banker, management, support staff & customers
- Maintain overall knowledge of products, processes, services & compliance regulations
- Provide superior customer service to all parties throughout the process

Qualifications:

- High school degree or equivalent. Mortgage experience is helpful but not necessary. We will train the right candidate
- Prior work history in a professional and/or customer service environment
- Track record of handling confidential material in a professional, ethical manner
- Strong collaboration and communication skills to work effectively with individuals and groups across the company to manage internal and external customer relationships
- Refined organizational skills working towards team goals and expectations with tight timelines
- Proficiencies in Microsoft Outlook, Word, Excel, and proprietary financial systems
- Ability to work with limited supervision on routine activities and also receive direction from a variety of internal team members

About Pacific Residential Mortgage, LLC

PRM's goal is to be the region's premier mortgage banker by combining solid business principles with a client focus. This commitment has never changed and today PRM is recognized as a top-tier provider of home loans throughout the Pacific Northwest.

PRM's success can also be attributed to our outstanding Mortgage Bankers and skilled staff of Branch and Mortgage Banking operations individuals. Many members of our team have been with us from the very start. Others joined our "family" after realizing that PRM is exactly what they want in a professional environment. It is no surprise that our Mortgage Bankers average nearly 20 years of lending experience. Looking forward, PRM's growth will continue to be grounded on maintaining the continuity of our family and this will be done by selectively adding new members in a manner that creates a win-win situation for our clients and PRM as a whole.

NMLS-1477 / WA CL-1477 Equal Housing Lender

www.nmlsconsumeraccess.org

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Notice to Headhunters/Staffing Agencies:

Please do not submit resumes for this posting. Resumes submitted will be considered unsolicited and will be added to our resume database. In addition, Pacific Residential Mortgage, LLC will not be obligated to pay a referral fee.