



# Sr. Loan Processor

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Job Type: Full-time

Work Remotely: Flexible during COVID-19 mandates

Experience: 2+ years experience as a broker processor. (Must be currently employed as such or within the past year)

Qualifications:

- Detail-oriented
- Great customer service
- Works well within a team setting
- Ability to multi-task while maintaining quality and precision in his/her work
- Willingness to learn
- Dependable and reliable
- Ability to work under occasional periods of heavy pressure
- Excellent oral communication skills
- Ability to work independently with little supervision
- Excellent organizational skills
- Flexible and adaptable to shifts in responsibilities when needed
- Drive to outperform expectations
- Ability to process 30 – 50 transactions a month by multi-tasking and monitoring files within the pipeline

Job Responsibilities:

- Receive and monitor all new tasks submitted via our communication platform (LodaSoft)
- Verify that all applicable timeframes and milestones have been met
- Monitor third party orders and assist with follow ups as part of an escalation process
- Review all approval and funding conditions as received via LodaSoft, and reject documents that are not sufficient or require additional information
- Submit all conditions that are sufficient to the lender
- Facilitate doc orders
- Follow up and assist clients, external contacts, and LOs with various conditions
- Ensure that all approval and funding conditions have been received

Company Culture:

We are a company who prides itself in providing knowledge, experience, and availability. This is key for ensuring a smooth and positive experience to our clients. The quality of our process is priority, and we strive for a simple and personal transaction.

Compensation: Salary + Bonus