



Loan Processor

Excellent opportunity to join a dynamic growing company and handle our back office. Your delightful personality, smile, warm, courteous, and friendly demeanor will be a great asset.

Inclusive Properties is seeking a mature, organized, motivated, energetic, responsible outgoing and professional employee to join our talented mortgage brokerage team as a Loan Processor.

Join a team that fosters a culture of career development and continuous learning and growth opportunities to help you rise to new heights. We are passionate about providing outstanding customer service and making a difference in our community - 5 Star Service is key.

Loan Processor Responsibilities:

- Liaise with executive and administrative assistant to handle requests and queries from Loan Officers
- Assist in the preparation of regularly scheduled reports
- Point of contact for customers, acting as a liaison between the origination staff
- Ensure the submitted loan goes to closing on time, that clients are provided quality service during the process and loan package compliance.
- Organize and schedule appointments
- Responsible for once a week status calls to all parties involved in transaction (Clients, Realtors, Builder, etc.)
- Provide administrative support in the collection of and preparation of loan application and supporting documentation
- Assists Loan Officer with call backs to prospects that need a phone consult prior to a face to face meeting
- Track outstanding applications and loan documents and call customers to follow up and obtain
- Occasionally provide initial “set up” of the file. i.e., order appraisal, title, verifications etc.
- Assist Loan Officers with other administrative and/or sales duties as needed
- Review loan application package to ensure checklist completeness
- Advise loan originator of any deficiencies or missing documentation
- Package and submit completed files to management
- Work with Loan Officer to clear all conditions
- Communicate with Loan Officer and Management daily update on the status of loans
- Communicate with borrowers, processors, operations staff, closing attorneys, title companies, real estate brokers, etc. to expedite the mortgage process
- Assist with marketing efforts (flyers, signs, branding)
- Other duties as assigned.

Skills, Abilities and Experience Required:

- Self-directed, motivated, team leader with a strong desire to learn and a high attention to detail
- Must be extremely organized with the ability to handle multiple simultaneous tasks and projects while meeting deadlines
- Able to work collaboratively with a wide range of constituencies and diverse clientele
- Must maintain the highest level of discretion and management of confidential sensitive information
- Advanced verbal and written communication skills, including information research and analysis
- Proficiency in standardized software applications, including Microsoft Outlook, Word, Excel, and PowerPoint, CRM



- Excellent disposition, mindset, and work ethic
- Strong listening, problem solving skills, analytical, and out of the box thinking
- Must be polite and considerate to clients, co-workers and management team
- Must be neat, well-groomed, and professional in appearance.
- Working knowledge of office equipment – printers and fax machines
- Excellent time management skills and the ability to prioritize work
- Must be able to sit for extended periods of time
- Marketing and Social Media experience is a plus
- Multilingual is a plus

Education:

- High School Degree, GED, or College

Job Type: Full-Time

- Commission

Additional Compensation:

- Bonuses

Benefits:

- Flexible Schedule
- Work From Home (Remote)
- Professional Development Assistance