Mortgage Banking Jobs Listing (late November) 2016

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Loan Processing Jobs

Wholesale Loan Processor

Job ID - 2016-4202 - Job Locations - US-TX-Plano - Position Category - Operations

Company - Carrington Mortgage Services, LLC

Position Type - Regular

More information about this job:

Overview:
Carrington Mortgage Services is a fully integrated mortgage company with mortgage lending and servicing operations and an affiliated real estate brokerage. We are part of Carrington Holding Company, LLC, which owns and operates multiple businesses that cover virtually every aspect of single family residential real estate transactions.

**Why Carrington**

Competitive Base Pay plus Monthly Incentive
- 3 Weeks-Vacation
- Advancement Opportunities
- Strength and Stability
- Diverse Product Mix. Ability to go down to a 550 FHA Fico
- Full Medical Benefits-

Visit [www.carringtonhomeloans.com](http://www.carringtonhomeloans.com) to learn more about us! Or check out this video of our President Ray Brousseau on Military Makeover!

Responsibilities:

As a result of our continuing growth and success, Carrington Mortgage Services, LLC is seeking Dynamic Account Managers for our Wholesale Division!

The Account Manager will provide processing and sales support for loan applications received from Wholesale Loan Brokers. They will work with assigned Account Executives and Brokers to facilitate the management of the loan applications from submission to closing.

Duties and Responsibilities:

- Main contact of communication and support between the Broker and the various departments and individuals of the company throughout the process of the loan, including but not limited to Account Executive(s), Underwriting, Quality Control, Docs and Funding
- Assist with the loan registration of a new submission when necessary (which includes but is not limited to the set-up of the loan file in Encompass 360 running of the credit report, Fraudguard and the stacking of the loan file
- Pull or verify credit reports, flood certs and review appraisals as needed
- Ensure compliance deadlines are met with regards to pre-disclosures, approval letters, cancellation and declinations
- Monitor incoming documents from Broker verifying the data collected and submitted by brokers
- Obtain necessary stipulations from brokers and clears any stipulations prior to funding as required by underwriting
- Proactively monitor pipeline to ensure timely funding of loans
• Constant communication with Account Executives regarding their pipelines and Brokers
• Enter required data in computer system and maintain the accuracy of the data
• Inform the Broker and Account Executive about any discrepancies in the title, appraisals, credit, employment, income and other related items in the loan file
• Order Verifications of Employment and Deposit to assist with the prefunding QC process
• Assist departmental support staff when necessary
• Perform other related duties as assigned

Qualifications:

EDUCATION, EXPERIENCE AND/OR LICENSES:
• Associate's or Bachelor's degree preferred with a combination of experience
• Three to five years of experience as a Wholesale Account Manager or mortgage Loan Processor with multiple Brokers, Account Executives, Investors and loan products. Must demonstrate thorough knowledge of all aspects of wholesale loan production and mortgage loan processing
• Moderate computer skills and working knowledge of Microsoft Office products
• Ability to communicate effectively both verbally and in writing.
• Excellent computer skills and working knowledge of Microsoft Office products
• Encompass 360 experience preferred
• Strong customer service skills
• Ability to organize, prioritize workload, meet deadlines and handle detailed assignments
• Equipment - Office machines such as computer, copiers, fax machines

EEO/AAP Employer

Apply for this job online

Carrington is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

Loan Support Specialist -11/22/2016

Varite USA • Dallas, TX

To assist with processing, customer service and due diligence functions as a part of the business credit decisioning process. Functions may include data input, review of application or documentation information and
may include answering the customer service communications both in verbal or written format. Mandatory Skills:
- Must be able to multitask well
- Must be able to have excellent written and verbal communication skills
- Must have a working knowledge of Word and Excel
- Must be able to work in the Dallas location
- Must exhibit a teamwork attitude
- Prepare and send Due Diligence Request Packages for Fannie Mae and Freddie Mac multifamily and seniors housing loans
- Upload Underwriting Packages to Investors
- Run Credit Reports for Individuals and Entities
- Prepare various certifications evidencing Seller/Servicer Compliance
- Run various OFAC and Prohibited Persons Compliance Checks
- Track receipt and maintain outstanding Underwriting Package Due Diligence Items
- Facilitate ordering of third party reports with Clients Contracting Coordinator
- Obtain Credit Exposure with Clients Balance Sheet partners
- Prepare and follow various internal compliance documents and procedures
- Track expenses on a General Ledger during Underwriting
- Ensure delivery of final 3rd party reports.

Apply here: http://jobs.exelare.com/jobswidget/index.html#viewJob=KB-REQ-00539&companyId=cbizl_VariteUSA&userId=admin&source=glassdoor

Mortgage Loan Processor At BB&T 8-16

Auto req ID 42040BR
Posting Title Mortgage Lending Processor III
Business Unit Mortgage Group
Address Plano, TX - 3409 North Central Expressway
Language Fluency English
Full-Time/Part-Time Full time
Regular/Temporary Regular
Shift 1st shift
Scheduled Weekly Hours 40
Primary Purpose Responsible for the fulfillment of mortgage loan applications and supporting documents to submit for underwriting, as required by Bank policy and investor standards.
Job Description Essential Duties and Responsibilities:
The following is a summary of the essential functions for this job. Other
duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

1. Develop and maintain a strong understanding of Mortgage Lending products, policies, processes and required documentation for Government-Sponsored Enterprise (GSE), Federal Housing Administration (FHA), Veterans Affairs (VA), United States Department of Agriculture (USDA), and portfolio products, as required.
2. Obtain required credit and compliance documentation for assigned applications from internal clients, external clients, vendors, and third-party sources.
3. Submit mortgage loans to Underwriting ensuring BB&T Mortgage and investor policies and procedures are met which includes calculating all forms of income (e.g. wage earner, retirement, self-employed), reviewing real estate appraisals, calculating appropriate homeowners insurance coverage, calculating specific mortgage product program income and ratio requirements, analyzing bank statements to determine sufficient required assets, and other tasks as required.
4. Adhere to all compliance regulations, as directed.
5. Conduct proactive and effective pipeline management in accordance with performance standard expectations.
6. Efficiently utilize automated mortgage processing system.
7. Develop and maintain positive working relationships with co-workers, internal and external clients/business partners, and vendors.
8. Obtain required credit and compliance documentation for assigned applications.
9. Mentor new hire associates, as required.

**Required Skills and Competencies:**
The requirements listed below 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.

1. High School diploma or equivalent
2. Four years of experience as a Mortgage Lending Processor II or equivalent
3. Completion of required Mortgage Lending Processor training within set timeframe
4. Ability to mentor others
5. Ability to utilize mortgage automated processing system
6. Excellent communication skills, both written and verbal, in relating to internal and external clients
7. Good organizational skills and ability to develop solid understanding of underwriting guidelines
8. SAFE Mortgage Licensing Act compliant (or compliant within 30 days of employment in this role, including new or transfer of registration and acceptable NMLS background check)
9. Demonstrated proficiency in basic computer applications, such as Microsoft Office software products
10. Ability to travel, occasionally overnight

**Desired Skills:**
1. Bachelor’s degree in business-related field
2. Basic knowledge of other Bank services and products
3. 2 years first mortgage processing experience.
4. Must be able to calculate income and assets in addition to reviewing all other key mortgage documentation -

BB&T is an Equal Opportunity Employer and considers all qualified applicants regardless of race, gender, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran

**Loan Support Specialist**

*Fast Switch* • Dallas, TX

Posted 7 days ago

- **Description**
- **Company**
- **Reviews**

Our client in Dallas, TX has an immediate need for a contract Loan Support Specialist.

Description:

To assist with processing, customer service and due diligence functions as a part of the business credit decisioning process. Functions may include data input, review of application or documentation information and may include answering the customer service communications both in verbal or written format.

**Skill/Experience/Education**
Mandatory:

- Must be able to multitask well
- Must be able to have excellent written and verbal communication skills
- Must have a working knowledge of Word and Excel
- Must be able to work in the Dallas location
- Must exhibit a teamwork attitude
- Prepare and send Due Diligence Request Packages for Fannie Mae and Freddie Mac multifamily and seniors housing loans
- Upload Underwriting Packages to Investors
- Run Credit Reports for Individuals and Entities
- Prepare various certifications evidencing Seller/Servicer Compliance
- Run various OFAC and Prohibited Persons Compliance Checks
- Track receipt and maintain outstanding Underwriting Package Due Diligence Items
- Facilitate ordering of third party reports with Contracting Coordinator
- Obtain Credit Exposure with Balance Sheet partners
- Prepare and follow various internal compliance documents and procedures
- Track expenses on a General Ledger during Underwriting
- Ensure delivery of final 3rd party reports.

NO CORP-TO-CORP SUBMISSIONS ACCEPTED FOR THIS POSITION. Applicants must be able to work directly for Fast Switch as a W2 Employee (US Citizens and all other parties authorized to work in the US are encouraged to apply).

Fast Switch, Ltd. is a high-growth IT staffing firm, with headquarters in Dublin, Ohio and with offices serving the Columbus, Detroit, Boston, Cincinnati, Minneapolis, Phoenix, Hartford, Los Angeles, Tucson, San Francisco, Denver, and Cleveland metropolitan areas. We have a staff of over 780 associates and have experienced growth while remaining profitable.

Compensation can vary depending on experience and capability, plus benefits which include healthcare, dental, and vision insurance, long term disability coverage, and 401(k) with match and IMMEDIATE vesting. Our benefits package, in this day and age, is superb.

To view all of our open positions, please go to: www.fastswitch.com and/or navigate to our Careers page.
status or other classification protected by law.

Loan Processor – 11/22/2016

Pacific Union Financial LLC • Farmers Branch, TX

Summary of Position

Support loan applicants, loan officers, underwriters and appropriate third parties by ensuring the timely, accurate and compliant processing of mortgage loans. Collect, review and verify documentation to prepare loan applications for underwriting decisions. Handle widest variety of loan types, property types and income types with minimal direction. Manage assigned pipeline to ensure all procedures are applied accurately and processes are completed in a timely manner. Serve as subject matter expert within the team. Work under immediate supervision and report to Manager, Director or VP of department.

Essential Functions
1. Adhere to general work requirements
2. Act as team lead by stepping in during staff absences and ensuring efficiency and adherence to company lending and service standards within managed pipeline
3. Serve as subject matter expert within the team and apply specialized knowledge to support the organization’s vision and direction
4. Input and process loan applications from initial set-up through funding
5. Master the methods for the widest variety of loan types (conventional, FHA, VA, fixed, ARM, jumbo, multiple transactions, refinance, purchase, Texas50(a)(6)), property types (primary, secondary, investment), and income types (W2, retired, self-employed) with minimal direction
6. Review each loan file to verify documents are present, accurate and sufficiently complete for an underwriting decision (including satisfying DU requirement and calculation of income prior to underwriting submission)
7. Conduct professional and courteous communication with each applicant, loan officer, underwriter or appropriate third party about the loan application status and issues needing resolution
8. Assist other departments in preparing loan closings by informing parties of final approval and other necessary tasks
9. Ensure rules, obligations, timelines and deadlines are met to comply with company policy, contracts, investor guidelines, lending programs and state and federal laws and regulations
10. Guarantee compliance by following up on closed loan documentation
11. Maintain a pipeline of loans with an emphasis on customer service, quality, accuracy and efficiency
12. Learn and maintain knowledge of different loan programs
13. Gather and submit credit report and supporting application (1003) documentation in a timely manner for loan approval
14. Update codes, status dates and loan information for reporting as needed
15. Keep current with investor guideline changes by reading updated bulletins and loan program guidelines
16. Obtain and follow through on borrower conditions for closing per underwriter/lender requirements
17. Maintain written status with borrowers regarding outstanding items and/or approval condition
18. Perform other duties as assigned
General

Skills

· Strong verbal and written communication skills

· Ability to provide outstanding customer service in fast-paced environments

· Proficient working knowledge of computerized applications such as word processing, spreadsheet, database, presentation software, email and specialized business applications software

· Presentation skills necessary to effectively communicate, update, persuade and/or facilitate discussions with all levels of management

· Interpersonal skills necessary to establish and maintain effective working relationships with coworkers, other business areas and government agencies as required

· Ability to:
  o read and interpret complex reports and documents
  o assimilate and interpret various sources of data and provide and make decisions on recommendations to executive management to solve highly complex problems from start to finish

· Planning and organizational skills necessary to coordinate workload around multiple assignments

Minimum Qualifications

· High school diploma or GED

· Bachelor's degree or equivalent work experience

· 5+ years of experience with mortgage processing (of which most recent 12 months is in desired channel)

· Other experience in the mortgage industry in areas such as loan set-up roles or disclosure

· 5+ years of experience working with FHA, VA, USDA and Conventional guidelines

· Proficient knowledge of Calyx Point software
D.R. Horton, Inc., the largest homebuilder in the U.S., was founded in 1978 and is a publicly traded company on the New York Stock Exchange. It is engaged in the construction and sale of high quality homes designed principally for the entry-level and first time move-up markets. The Company also provides mortgage financing and title services for homebuyers through its mortgage and title subsidiaries. Please visit our website at www.drhorton.com for more information.

D.R. Horton, Inc. is currently looking for a Loan Processor for their Financial Services Branch. The right candidate will process mortgage loans and provide a high level of customer service to our builders as well as our home buyers.

Essential Duties and Responsibilities

- Receipt of file from Loan Officer through Final Approval
  - Review file for correct stacking order, AU findings for initial determination and appropriate documentation
  - Review Loan Officer's "needs list"
  - Re-review documentation in file, input any changes into the computer systems and re-run for a correct AU Determination
  - Print a "credit package"
  - Submit all files to a DHI Underwriter at your Regional Underwriting Center. The files will be distributed by the Underwriting Assistant at the Regional Center Location
  - Review conditions when received from underwriting
  - Provide status of file to all parties
  - When all conditions are received, make any changes necessary to the computer system and resubmit to the AU system
  - Reconcile the Fee Summary Sheet

- Quality Control Responsibilities
  - Read updates and comply with all Quality Control policies
  - Attend QC meetings as scheduled
  - Review all files for DHI Mortgage required checklists
  - Respond to all QC write-ups within 10 calendar days

- General Processor Responsibilities
  - Review Loan Processor reports daily, Project to Close, Timeline Exception.
Loans in Process Report should be reviewed on a weekly basis
- Maintain accurate communication log
- Attend weekly processor meetings as directed by Branch Manager
- Be aware of AU findings in each file, don't "over-document" the file

**Education and/or Experience**

- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Individual must have a valid and current Mortgage Loan Originator License as required per state regulations.

Come join a winning team with a Fortune 500 company! We are growing fast and are looking for enthusiastic attitudes and team players to join our success. We offer an excellent benefits package including vision, medical and dental. **Build YOUR future with D.R. Horton, America's Builder.**

Apply here: [https://drhorton.taleo.net/careersection/2/jobdetail.ftl?job=1603549](https://drhorton.taleo.net/careersection/2/jobdetail.ftl?job=1603549)

**(Mortgage) Loan Processor**

ID 2016-4729

Type Full-Time – 11/22/2016

Category Mortgage Operations

Location Name (Mortgage) Dallas, TX - Preston500 PrimeLending

Job Locations US-TX-Dallas

**More information about this job:**

**Overview:**

Under the direction of the Branch Manager, Operations Manager and/or Processing Supervisor, evaluates all information supplied on the mortgage loan application, verifies the validity of the information and assembles a completely documented file to Underwriting and Closing. Acts as the primary liaison between the loan officer, loan officer assistant, realtors, builders and the customer(s).

Responsibilities:
- Maintains knowledge of all policies and modifications to the guidelines and standards of the company, federal housing programs, investors, and private mortgage insurers.
- Maintains and updates loan application information within loan origination software and other applications.
- As applicable, orders appraisals, title, survey, verifications, and any other items required for loan approval; conducts regular follow-ups with outside sources regarding outstanding documents.
- Verifies the data collected, analyzes, and decides whether it meets guidelines or if other documentation is needed; documents communication through the conversation log; ensures loan application is in compliance with underwriting, investor, RESPA, and HMDA guidelines.
- Calculates income, reviews assets and liabilities.
- Reviews all disclosures for completeness and compliance.
- Completes final evaluation and analysis of completed application packages and submits eligible files specifying any applicable conditions.
- Monitors rate lock information for data integrity and expiration dates; communicates discrepancies to the Loan Officer.
- May maintain accurate pipeline to ensure proper projections, closings, and regulatory compliance with Company, Federal, and State standards.
- May prepare, when applicable, “Declination Letters.” Ensures accurate disclosure of the reason(s) for the adverse action as soon as it is determined that applicants do not qualify.
- May schedule closing appointments with respective parties (i.e. title companies, closing attorneys, corporate closing department and customers etc.) Meets customer service standards as outlined by management.
- May facilitate training of junior or newly hired processors regarding specific Prime operations including file flow, loan origination software, and other applications.
- Updates loan officer, loan officer assistant, realtors, builders and customers on loan status.
- Maintains communication with customers throughout the loan process, assisting them with any questions and notifying them of any additional requirements.
- Maintains a professional image and adheres to standards consistent with company policies and procedures.
- Other duties as assigned.

Qualifications:

- High school diploma or equivalent.
- Minimum of 1 year mortgage banking experience as a processor or junior processor, required.
- Must have working knowledge of Fannie Mae/Freddie Mac and FHA/VA policies and guidelines, as well as, Regulatory Mortgage Compliance, state, federal, local government, private investors and insurers.
- Must have working knowledge, or the ability to learn all operating systems and possess the ability to facilitate training.
- Proficient in Excel, Word, Outlook, with the ability to learn other mortgage-related programs.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Demonstrated ability to interact effectively with branch, regional and corporate personnel, as well as realtors, sales agents, builders, appraisers, title companies, etc.
- Demonstrated judgment and decision making ability.
- Must be available to work all regularly scheduled hours; arriving at scheduled reporting time and at the prescribed time after any breaks or lunch periods.
- Must be able to work overtime, as required.

Mortgage Loan Processor

American National Bank of Texas
Overview:

Discover how you can maximize your talent as part of the ANBTX team! Building relationships with our customers, employees, and communities is at the core of everything we do. Join us as we provide our customers with solutions, not just products. We believe in teamwork and empowering high performers who are committed to our mission while achieving personal and professional success. Our values and principles guide us forward each day.

Responsibilities:

Under direct supervision, the Mortgage Loan Processor is responsible for interaction with multiple sources (internal and external) to obtain product qualifications and determine its sufficiency to facilitate a credit decision to protect the bank’s position and interest. The Loan Processor prepares, reviews, and assembles files to expedite credit decisions. The Mortgage Loan Processor will also resolve issues with outside vendors as it relates to the product qualifications, and serves as a mentor/trainer for the department. Qualifications:

- High School diploma or equivalent
- Minimum five years loan processing experience
- Ability to work independently and in a work group
- Ability to write procedures, reports, and/or documentation
- Ability to demonstrate time management skills in order to recognize and prioritize workflow needs
- Ability to handle multiple tasks simultaneously
- Ability to interpret data or information
- Excellent written and verbal communication skills
- Ability to use Word and Excel software
- Ability to identify when critical documentation is missing
- Ability to lift in an office setting up to 30lbs

Equal Opportunity Employer – Apply here:
http://www.startwire.com/express_apply_jobs/OTI0XzkyMC0xNzg5X2ljaW1zYXRzdWFfaQ==?source=jtc_source

Appraisal Fulfillment Specialist in Irving, Texas

Job Title: Appraisal Fulfillment Specialist
Requisition Number: 5000123886006
State: TX
City: Irving

Caliber Home Loans, Inc. is a full-service national mortgage lender and agency direct seller/servicer. Caliber originates loans through various channels and transaction types, including a network of retail branches, wholesale lending, correspondent and emerging banker lending, and a consumer-direct centralized operation specializing in a variety of loan programs for purchase and refinance such as conforming, jumbo, and government products. Caliber also offers innovative servicing solutions for both conforming and non-conforming loans. Caliber is led by a veteran senior management team that consists of mortgage banking professionals with a history of building successful national mortgage operations. Caliber is owned by Lone Star Funds, a global private equity fund.

POSITION SUMMARY The Appraisal Fulfillment Specialist will assist in organizing, prioritizing, facilitating and monitoring the operational flow of appraisal orders through Calibers LOS.

RESPONSIBILITIES * Manage and prioritize caseload of appraisal orders: o Maintain workflow efficiency through LOS o Create/maintain reports to track appraisal assignments from order date through final completion o Maintain reports of branches and operation centers appraiser and/or AMC selections o Maintain communication with appraisers and AMCs through vendor management * Perform other duties and special projects as assigned * Aid Processors, Underwriters, Loan Officers and Brokers in tasks associated with the appraisal ordering and management of conditions QUALIFICATIONS * High School Diploma or equivalent; some college preferred * Demonstrate a high level of familiarity of Real Estate Appraisal Valuations * Knowledge of USPAP, AIR and appraisal related guidelines * Must be proficient with Excel, Outlook, and Word Experience


Mortgage Processors 8/16

Recovco Mortgage Management, LLC - Irving, TX
Our Operations team provides our clients with the confidence of exceptional auditing and underwriting expertise. Recovco Mortgage Management seeks to immediately hire Mortgage Processors for our Origination Team in our Irving, Texas.

RECOVCO, headquartered in East Meadow, New York and with offices in Irving, Texas, and Orlando, Florida and Minneapolis, Minnesota touches over 10,000 files per month, providing servicing solutions, valuations, quality control, due diligence, underwriting, end to end fulfillment, and auditing services that banks, mortgage companies and insurance companies utilize Recovco to ensure the loans of today and the past are pristine and free of possible repurchase issues and in compliance with all the new laws and regulations.

Mortgage Processors

Mortgage Processors responsibilities include but are not limited to;

Submit completed files to underwriting for origination of GSE and conventional loans for mortgage submissions to assure loans meet program/product specifications

Performing successful Full Doc underwriting, requires a detailed familiarity with various bond programs and all government loans

Obtain missing documentation related to income, assets and liabilities

Strong written and verbal client communications

Verifications for employment and deposits
Order third party services, as required and follow up to ensure completion and accuracy.

Obtain docs for the clearing of all conditions

Additional related duties may be assigned, as required

Requirements

Minimum of 4 years of current experience with FHA, VA, USDA and conventional processing loans (FNMA/FHLMC)

Experience with Encompass 360 is a plus

Must be detail oriented and customer service driven, with strong written and verbal communication skills

Recovco continues to grow and offers competitive compensation to each of our employees.

How to Apply: Please send your resume and salary aspirations for immediate consideration to Jennifer, National Director of Recruitment.

Job Type: Full-time – Apply at: [http://www.indeed.com/cmp/Recovco-Mortgage-Management/jobs/Mortgage-Processor-6f55e9b8b994d99b?sjdu=QwrRXKrqZ3CNX5W-O9iEvTWNjU4dVEmgRiYRB-jsYT-SC2Efy6DfnH-RDQ-_7Wei3b-L42DLjoK-C44meED2Zg](http://www.indeed.com/cmp/Recovco-Mortgage-Management/jobs/Mortgage-Processor-6f55e9b8b994d99b?sjdu=QwrRXKrqZ3CNX5W-O9iEvTWNjU4dVEmgRiYRB-jsYT-SC2Efy6DfnH-RDQ-_7Wei3b-L42DLjoK-C44meED2Zg)

**Mortgage Loan Processor**

Trinity Oaks Mortgage – Red Oak, Texas
Job Description LOAN PROCESSOR

I. JOB SUMMARY:

Under the direction of the Operations Manager and/or Processing Supervisor, evaluates all information supplied on the mortgage loan application, verifies the validity of the information and assembles a completely documented file to Underwriting and Closing. Acts as the primary liaison between the loan officer, loan officer assistant, realtors, builders and the customer(s).

II. DUTIES & RESPONSIBILITIES

- Maintains knowledge of all policies and modifications to the guidelines and standards of the company, federal housing programs, investors, and private mortgage insurers.
- Maintains and updates loan application information within loan origination software and other applications.
- As applicable, orders appraisals, title, survey, verifications, and any other items required for loan approval; conducts regular follow-ups with outside sources regarding outstanding documents.
- Verifies the data collected, analyzes, and decides whether it meets guidelines or if other documentation is needed; documents communication through the conversation log; ensures loan application is in compliance with underwriting, investor, RESPA, and HMDA guidelines.
- Calculates income, reviews assets and liabilities.
- Reviews all disclosures for completeness and compliance.
- Completes final evaluation and analysis of completed application packages and submits eligible files specifying any applicable conditions.
- Monitors rate lock information for data integrity and expiration dates; communicates discrepancies to the Loan Officer.
- May maintain accurate pipeline to ensure proper projections, closings, and regulatory compliance with Company, Federal, and State standards.
- May prepare, when applicable, "Declination Letters." Ensures accurate disclosure of the reason(s) for the adverse action as soon as it is determined that applicants do not qualify.
- May schedule closing appointments with respective parties (i.e. title companies, closing attorneys, corporate closing department and customers etc.) Meets customer service standards as outlined by management.
- May facilitate training of junior or newly hired processors regarding specific Prime operations including file flow, loan origination software, and other applications.
- Updates loan officer, loan officer assistant, realtors, builders and customers on loan status.
- Maintains communication with customers throughout the loan process, assisting them with any questions and notifying them of any additional requirements.
- Maintains a professional image and adheres to standards consistent with company policies and procedures.
- Other duties as assigned.

II. Job Requirements
• High school diploma or equivalent.
• Minimum of 2 years mortgage banking experience as a processor or junior processor, required.
• Must have working knowledge of Fannie Mae/Freddie Mac and FHA/VA policies and guidelines, as well as, Regulatory Mortgage Compliance, state, federal, local government, private investors and insurers.
• Must have working knowledge, or the ability to learn all operating systems and possess the ability to facilitate training.
• Proficient in Excel, Word, Outlook, with the ability to learn other mortgage-related programs.
• Excellent written and verbal communication skills.
• Excellent organizational and time management skills.
• Demonstrated ability to interact effectively with branch, regional and corporate personnel, as well as realtors, sales agents, builders, appraisers, title companies, etc.
• Demonstrated judgment and decision making ability.
• Must be available to work all regularly scheduled hours; arriving at scheduled reporting time and at the prescribed time after any breaks or lunch periods.
• Must be able to work overtime, as required.

Job Location: Red Oak, Texas, United States

Position Type: Full-Time/Regular

Apply here: https://jhoustonhomes.bamboohr.com/jobs/view.php?id=8&source=glass_door&src=glass_door&postedDate=2016-08-23

Wholesale Loan Processor 8/16

Job ID
2016-3555

Job Locations

US-TX-Plano

Regular

CARRINGTON

Carrington Mortgage Services is a fully integrated mortgage company with mortgage lending and servicing operations and an affiliated real estate brokerage. We are part of Carrington Holding Company, LLC, which owns and operates multiple businesses that cover virtually every aspect of single family residential real estate transactions.
**Why Carrington**

Competitive Base Pay plus Monthly Incentive

- 3 Weeks Vacation
- Advancement Opportunities
- Strength and Stability
- Diverse Product Mix. Ability to go down to a 550 FHA Fico
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Visit [www.carringtonhomeloans.com](http://www.carringtonhomeloans.com) to learn more about us! Or check out this video of our President Ray Brousseau on Military Makeover!

**Responsibilities:**

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The Account Manager will provide processing and sales support for loan applications received from Wholesale Loan Brokers. They will work with assigned Account Executives and Brokers to facilitate the management of the loan applications from submission to closing.

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- Assist with the loan registration of a new submission when necessary (which includes but is not limited to the set-up of the loan file in Encompass 360 running of the credit report, Fraudguard and the stacking of the loan file
- Pull or verify credit reports, flood certs and review appraisals as needed
- Ensure compliance deadlines are met with regards to pre-disclosures, approval letters, cancellation and declinations
- Monitor incoming documents from Broker verifying the data collected and submitted by brokers
- Obtain necessary stipulations from brokers and clears any stipulations prior to funding as required by underwriting
• Proactively monitor pipeline to ensure timely funding of loans
• Constant communication with Account Executives regarding their pipelines and Brokers
• Enter required data in computer system and maintain the accuracy of the data
• Inform the Broker and Account Executive about any discrepancies in the title, appraisals, credit, employment, income and other related items in the loan file
• Order Verifications of Employment and Deposit to assist with the prefunding QC process
• Assist departmental support staff when necessary
• Perform other related duties as assigned

Qualifications:

EDUCATION, EXPERIENCE AND/OR LICENSES:
• Associate's or Bachelor's degree preferred with a combination of experience
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• Moderate computer skills and working knowledge of Microsoft Office products
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• Excellent computer skills and working knowledge of Microsoft Office products
• Encompass 360 experience preferred
• Strong customer service skills
• Ability to organize, prioritize workload, meet deadlines and handle detailed assignments
• Equipment - Office machines such as computer, copiers, fax machines

Apply here: https://careers-carringtonmh.icims.com/jobs/3555/wholesale-loan-processor/login

National Loan Processor

ID

2016-3868

Type

Full-Time
More information about this job:

Overview:

Responsible for evaluating all information supplied on a mortgage loan application, verifies the validity of the information and assembles a completely documented file to Underwriting and Closing departments. Acts as the primary liaison between several internal departments involved in processing a loan as well as external contacts such as realtors, builders and the customer.

Responsibilities:

- Maintains knowledge of all policies and modifications to the guidelines and standards of the company, federal housing programs, investors, and private mortgage insurers.
- Maintains and updates loan application information within loan origination software and other applications.
- As applicable, orders appraisals, title, survey, verifications, and any other items required for loan approval; conducts regular follow-ups with outside sources regarding outstanding documents.
- Verifies the data collected, analyzes, and decides whether it meets guidelines or if other documentation is needed; documents communication through the conversation log; ensures loan application is in compliance with underwriting, investor, RESPA, and HMDA guidelines.
- Calculates income, reviews assets and liabilities.
- Reviews all disclosures for completeness and compliance.
- Completes final evaluation and analysis of completed application packages and submits eligible files specifying any applicable conditions.
- Monitors rate lock information for data integrity and expiration dates; communicates discrepancies to the Loan Officer.
- May maintain accurate pipeline to ensure proper projections, closings, and regulatory compliance with Company, Federal, and State standards.
- May prepare, when applicable, "Declination Letters." Ensures accurate disclosure of the reason(s) for the adverse action as soon as it is determined that applicants do not qualify.
- May schedule closing appointments with respective parties (i.e. title companies, closing attorneys, corporate closing department and customers etc.) Meets customer service standards as outlined by management.
• May facilitate training of junior or newly hired processors regarding specific Prime operations including file flow, loan origination software, and other applications.
• Updates loan officer, loan officer assistant, realtors, builders and customers on loan status.
• Maintains communication with customers throughout the loan process, assisting them with any questions and notifying them of any additional requirements
• Other duties as assigned or required

Qualifications:

• High School diploma or equivalent required
• 1+ years Mortgage loan processing experience
• Excellent communication skills, both verbal and written
• Ability to demonstrate strong detail orientation and analytical skills
• Ability to meet deadlines
• Excellent PC skills, including Microsoft Office Suite
• Strong customer service orientation
• Displays time management, organizational and problem-solving skills

Apply here: https://primelending-hilltop-holdings.icims.com/jobs/3868/national-loan-processor/login

Here is a recruiter working out of SouthLake:

Account Manager- Austin, TX

Location: Austin, TX, United States 11/22/2016

Account Managers start processing the VA loan for our borrowers after the Loan Officers have gathered all of the necessary documentation from the customers. They are essential members of the team who work closely with the Loan Officers and Account Managers to ensure all loan documents are in order. This position will not be originating loans.

Responsibilities:

• Receive and organize initial files.
• Order items required for loan approval and fraud prevention.
• Determine if loan documents are complete.
• Communicate regularly with Loan Officers, responding promptly to inquiries via email and phone.
Necessary Skills: High attention to detail, ability to manage time, adaptable to changes and shifts in priority and ability to thrive in a highly cooperative work setting.

Job Requirements:

- The ability to not only survive, but also thrive in a fast-paced, results-oriented environment.
- 2-3 years loan processing experience.
- Proficient in basic computer technologies, appropriate for an internet-based company.

Veterans United is proud to be an EOE/ADA and Military Friendly employer

Apply

Loan Processor I 11/22/2016

Nationstar Mortgage • Irving, TX

Loan Processor

Our Loan Processors are responsible for the timely and accurate processing of mortgage loan files according to established work flow, procedures, and regulations. The Loan Processor I is expected to manage a caseload of 35 to 50 loan files at any one time, each with various amounts of complexity. Heavy production environment with a large pipeline of available loans.

Essential Job Functions:

- Responsible for processing loans from set-up to closing by verifying, compiling and entering borrower information in to loan processing systems.
- Reviews loan application files to verify that all data is complete and meets standards, including the loan type and purpose, borrower assets, liabilities, and employment.
- Verify and analyze loan documentation including income, credit, appraisal, and title, while maintaining strict compliance with all applicable federal and state regulations.
- Interact with Mortgage Professionals to obtain information from the borrower or to seek clarification about documents in the loan file.
- Informs the Processing Manager of discrepancies in the file and obtains direction on how to proceed, as applicable.
- Record data to track the status of loans in processing.
• Submit loan application files to underwriting for approval, and creates and mails approval or denial letters to applicants.
• Submit approved mortgage loan files to closing for settlement.
• Responsible for handling non-public information (NPI) about borrowers.
• Adhere to all applicable internal NPI policies and procedures, and protect the confidentiality of borrower information.
• Performs administrative duties such as faxing, photocopying, filing and phone support, as required, by Loan Processor II and Processing Managers.
• Other duties as assigned.

Education & Experience Required:

• Graduation from a 4-year college or university with major course work in a discipline related to the requirements of the position is preferred. We will consider the equivalent combination of job experience & education that demonstrates the ability to perform the essential functions of this job.
• Basic computer skills required. Experience with “Encompass” beneficial.
• Understanding of federal and state mortgage servicing requirements, standards and servicing processes strongly preferred.
• Minimum of 1 year experience of mortgage customer service background or customer service experience in a banking or financial services environment preferred. Minimum of 1 year experience of customer service/call center experience considered.
• Proven track record of success and achievements with history as a top performer
• Prefer recent origination mortgage processing experience since 2012 after regulatory
• Ability to function in a fast-paced, heavy production environment with commission as primary income
• Experience in a fast-paced, detail-oriented role is critical, preferably within a large, matrixed organization.

Nationstar Mortgage offers a competitive benefits package including medical/dental/vision, term life insurance, paid vacation/holidays, and 401 (k) Savings Plan with company match.

Apply Here: https://chj.tbe.taleo.net/chj05/ats/careers/requisition.jsp?org=NATIONSTAR&cws=1&rid=4309

Requisition Number 16-0181
Post Date 11/21/2016
Title Consumer Loan Processor I
City Richardson
State TX
Description Texans Credit Union has a great entry-level opportunity for candidates interested in expanding their knowledge of lending and financial institutions! We are one of the largest credit unions in North Texas, operating 13 branches and serving a large customer (member)
base of more than 130,000.

Our Consumer Loan Processor is responsible for processing auto, personal and other loan applications, ensuring the quality of loan documents and working closely with our branches, underwriters, and third party vendors. The Consumer Loan Processor prepares all appropriate documents needed for each loan, ensuring that all underwriting conditions are met. Funding loans in a timely manner and reviewing documentation for accuracy are critical job functions.

Essential Functions:
• Manages multiple loans coming in from our branch & e-branch networks and works as a team to process and prepare documents for all loans requests
• Serves as the subject-matter-expert for Consumer Lending and loan documentation, answering general loan questions from internal staff
• Facilitates all post-closing activities on loans to ensure all documents were executed properly by the branch & e-branch network, and all closing conditions were met
• Conducts follow up contact with branches & e-branch in regards to their pending loan applications
• Arranges the loan documents in order, reviews to make sure all of the documents have been returned and signed properly
• Answers all questions regarding Credit Union loan products and services
• Interfaces with e-branch, branches, underwriters, processors and other departments to ensure complete member satisfaction
• Manages voice mail and e-mail messages

Technical Functions:
• Proven ability to coordinate multiple tasks, prioritize workload, and meet deadlines
• Excellent organizational skills, follow-up skills, and time management skills
• Attention to detail with good verbal and written communication skills
• Ability to work as part of a team
• Demonstrate a sense of urgency
• Exhibit and maintain high performance levels in a fast paced environment and/or stressful situations

Teaming Functions:
• Attend and participate in team/department meetings
• Provide support to other lending functions as needed, such as Indirect/dealer processing.
• Serve as a real-time support system to branches & e-branch during loan closings to ensure member satisfaction

Requirements Specific knowledge, skills, and abilities required for this position:
• Working knowledge of a variety of financial products and services
• Excellent member service
• Exceptional interpersonal and oral communication skills with ability to deal tactfully and courteously with members and co-workers
• Basic computer and typing skills
• Good time management and multi-tasking skills
• Ability to learn/apply new skills and software applications
• Adaptable to change and comply with all compliance requests
• Ability to work weekends

Education: High School Graduate

Experience: Minimum of one year or more of similar or related experience

Preferred:
• Credit union/banking experience
• Experience with auto, consumer and personal lending
• Experience with Velocity,

Apply here: https://rew22.ultipro.com/TEX1008/Jobboard/JobDetails.aspx?_ID=*D3497B65BFC702AF&&sn=Indeed&?mode=apply&iis=Indeed&iisn=Indeed

**Loan Processing Assistant**

**Operations -**

Apply here: [https://recruiting.ultipro.com/GUI1001/JobBoard/634382fd-6424-ec1b-8e37-2aa4ce4c10de/Account/Register?redirectUrl=%2fGUI1001%2fJobBoard%2f634382fd-6424-ec1b-8e37-2aa4ce4c10de%2fOpportunityApply%3fopportunityId%3df2cbef7c-98f4-4e78-9a4b-50c861eead0](https://recruiting.ultipro.com/GUI1001/JobBoard/634382fd-6424-ec1b-8e37-2aa4ce4c10de/Account/Register?redirectUrl=%2fGUI1001%2fJobBoard%2f634382fd-6424-ec1b-8e37-2aa4ce4c10de%2fOpportunityApply%3fopportunityId%3df2cbef7c-98f4-4e78-9a4b-50c861eead0)

Guild Mortgage Company, closing loans and opening doors since 1960. As a mortgage banking firm we are dedicated to serving the home owner/buyer. Our goal is to provide affordable home financing for our customers, utilizing the best terms available while providing a level of professionalism and service unsurpassed in the lending industry.

**Position Summary**

The Loan Processor Assistant plays an important role in the organization by performing a number of activities related to the company’s retail branch operations functions. The role is primarily responsible, under
direct supervision, for assisting the Loan Processor(s) by reviewing loan files, ordering supporting documents, and performing other similar tasks in a high-volume loan environment.

Essential Functions

- Request and review file documentation, including income/employment verifications, bank statements or verifications of deposit, property valuations, etc.; ensure documentation has been uploaded into the paperless file system.
- Open escrow and title accounts for clients.
- Ensure appropriate data has been keyed and is maintained in within the electronic system.
- Communicate with Loan Processor(s) regarding the documentation needed to process the loan; maintain effective follow up to ensure receipt of needed documents.
- Assist loan processor to gather information to clear underwriting conditions and to help resolve investor stipulations.
- Respond to inquiries and follow up with key individuals promptly to resolve problems.
- Communicate directly with internal and external stakeholders as necessary.
- Stay abreast of industry trends and standards.
- Perform other duties as assigned.

Qualifications

- High school diploma or equivalent required, some college courses, along with a minimum of one year total experience in Mortgage lending related role(s) preferred.
- Some knowledge of mortgage lending policies, procedures, and regulations is helpful.
- Ability to manage multiple priorities in a deadline-driven environment; strong detail orientation and highly organized.
- Strong verbal and written communication skills.
- Works with a strong sense of urgency and responsiveness.
- Passionate about delivering excellence in customer service.
- Demonstrated patience and professionalism when interacting with both internal and external customers.
- Proficiency with data entry, PDF software programs, Microsoft Word, Excel, and PowerPoint required.
- Ethical, with a commitment to company values.

Supervision

- Direct supervision required, depending on experience
- Limited judgment required; generally follows pre-defined processes and guidelines, escalating more complex issues for advice and resolution
- Travel: 0%
Requirements

**Physical:** Work is primarily sedentary; occasionally walks and/or stands.

**Manual Dexterity:** Frequent use of computer keyboard and mouse.

**Audio/Visual:** Ability to accurately interpret sounds and associated meanings at a volume consistent with interpersonal conversation. Regularly required to accurately perceive, distinguish and interpret information received visually and through audio; e.g., words, numbers and other data broadcasted aloud/viewed on a screen, as well as print and other media.

**Environmental:** Office environment – no substantial exposure to adverse environmental conditions.

Guild offers a pleasant work environment, competitive compensation and excellent benefits package; including medical, dental, vision, life insurance, AD&D, LTD and 401(k) with employer match.

Guild Mortgage Company is an Equal Opportunity Employer.

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**Loan Closing, Shipping & Warehousing Jobs:**

**Mortgage Closer 11/22/2016**  
Recovco Mortgage Management, LLC - Irving, TX  
Our Operations Team provides our clients with the confidence of exceptional operations and underwriting expertise. Recovco Mortgage Management seeks to hire

**Mortgage Closers** for our Origination Team in our **Irving, Texas**.

RECOVO, headquartered in East Meadow, New York and with offices in Irving, Texas, and Orlando, Florida and our Remote team touches over 10,000 files per month, providing servicing solutions, valuations, quality control, due diligence, underwriting, end to end fulfillment, and auditing services that banks, mortgage companies and insurance companies utilize Recovco to ensure the loans of today and
the past are pristine and free of possible repurchase issues and in compliance with all the new laws and regulations.

** Mortgage Closer **

- Prepare closing packages.
- Review signed closing packages for accuracy.
- Provide funding authorization to Title/Escrow agents.
- Ensure the closing package is fully complete and accurate and compliant, which includes but is not limited to; correctly itemized credits, fees listed accurately and in the correct sections, proper escrow set up, documenting clear and accurate status notes for the team, borrower and settlement agent, alongside with TRID updates for compliance.
- Additional related duties may be assigned, as required.

** Requirements **

- Must be current and bring a minimum of 2 years Closing experience.
- Solid and detailed knowledge of Conventional and FHA/VA/USDA Loan Documents; Closing and Legal Documents; Disclosure Documents; Credit Documents; Insurance Documents; MDIA Disclosure timing and APR rules and TILA/RESPA LE/CDs.
- Ability to review loan docs with accuracy and attention to detail to recognize inconsistencies in loan file documents, while managing multiple priorities to meet deadlines and closing dates.
- Experience with Encompass is a plus.
- A great work ethic of a self-starter with efficient time management and prioritization and multitasking skills.

How to Apply: Please send your cover letter, resume and salary aspirations for immediate consideration to Jennifer, National Director of Recruitment.

Job Type: Full-time

Required education:

- High school or equivalent

Apply here: [http://www.indeed.com/cmp/Recovco-Mortgage-Management/jobs/Mortgage-Closer-af075dbb7c338ef4?sjdu=QwrRXKrqZ3CNX5W-O9jEvTWNjU4dVEmgRiYRB-ysYT_G3JDtuni9KrbN-hKI78k8AqVAclZahiDWWyeOUNaZCfg](http://www.indeed.com/cmp/Recovco-Mortgage-Management/jobs/Mortgage-Closer-af075dbb7c338ef4?sjdu=QwrRXKrqZ3CNX5W-O9jEvTWNjU4dVEmgRiYRB-ysYT_G3JDtuni9KrbN-hKI78k8AqVAclZahiDWWyeOUNaZCfg)

** Escrow Processor I - 007NI **

** Description **
Stewart Information Services Corporation (NYSE-STC) is a global real estate services company, offering products and services through our direct operations, network of Stewart Trusted Providers™ and family of companies. From residential and commercial title insurance and closing and settlement services to specialized offerings for the mortgage industry, we offer the comprehensive service, deep expertise and solutions our customers need for any real estate transaction. At Stewart, we believe in building strong relationships – and these partnerships are the cornerstone of every closing, every transaction and every deal.

The Escrow Processor is to work with lenders, loan officers and attorneys to acquire, analyze and organize all necessary documents needed to process Stewart Title Company closing packages. Have the ability to balance the workload to accommodate demands of the job, and exceed customer expectations.

Job Roles:
· Process and quality check all documents from lenders and attorneys for accuracy.
· Prepare title company closing documents in timely and professional manner.
· Ensure complete and accurate packages are submitted for approval.
· Respond to inquiries from borrowers, lenders and attorneys to resolve discrepancies.
· Prior to closing, call and confirm with lenders how the packages are being sent. On purchase closings call at least 48 hours prior to closing date.
· Work to build strong partnerships with local lenders, realtors, attorneys.

Qualifications

Role Specific Knowledge:
· Have an understanding of escrow standards and basic understanding of title clearance.
· Knowledgeable in real estate regulations and guidelines, document preparation, and RESPA rules.
· Understanding of payoff per diems & tax prorations, interest etc.
· Understanding of lenders documents and recordings.
· Possess the skill set to manage multiple priorities.
· Strong communication skills, to professionally communicate with both internal and external customers
· Excellent customer service skills, supporting our vision of being "The Most Admired Real Estate Services Company."

Education, Licensure, and Experience:
- Completion of a High School diploma
- Minimum of 2 years of experience in loan processing which includes experience in escrow closings and HUD preparation.

Training:
- Complete company required training and classes as directed by your manager.

Stewart. Real partners. Real possibilities.™ More information can be found at http://www.stewart.com, subscribe to the Stewart blog at http://blog.stewart.com or follow Stewart on Twitter® @stewarttitleco.

Shanks & Associates, P.C.

Has a number of Closing Job openings at this time go to this link to view them: https://www.ziprecruiter.com/jobs/shanks-associates-p-c-715d38dd
One is a Document Review Closer in Southlake another Document Review Closer in Dallas and a Mortgage Loan Closer job in Dallas.

Residential Mortgage Closer - Dallas, TX- 729113

Pentagon Federal Credit Union • Dallas, TX

Apply here: http://www.careerbuilder.com/job/j8i62q6032r9tljm4t5?utm_medium=aggregator&utm_campaign=publisher-delta&siteid=jobsradarfeed_all_other&utm_source=jobsradar.com

Funder I – 11/22/2016

ID: 7229

Location: Horizon Way - Irving, TX - HRZNW

Department: DTC Ops
Description

Essential Job Functions
Audits final executed docs for accuracy and completion of signatures and dates by all parties to the transaction.
Insures that executed document image is placed in BlitzDocs.
Requests corrections for errors as necessary in compliance with company underwriting guidelines.
Ensures each closing file is in compliance with company closing requirements and state and federal reporting guidelines (RESP A, HMDA, Section32).
Addresses all vesting, compliance or wire balance questions in a timely manner with manager.
Addresses questions from closing agents, internal clients and Mortgage Professionals. Escalates major issues to management for assistance.
Communicates file status along the closing process in Sharepoint and Quantum.
Issues funding authorization to the settlement agent once all funding requirements have been met.
Insures that all wires are sent prior to funding date to avoid any missed disbursement of funds.
Manages personal funding pipeline by coordinating daily follow ups on outstanding fundings with the closing agents.
Assists closers on heavy volume days if needed.

Education/Experience Requirements
Graduation from a 4-year college or university with major course work in a discipline related to the requirements of the position is preferred. Will consider the equivalent combination of job experience & education that demonstrates the ability to perform the essential functions of this job.
2+ years experience or closing government and agency mortgage loans.

Apply here:
https://chj.tbe.taleo.net/chj05/ats/careers/requisition.jsp?org=NATIONSTAR&cws=1&rid=7229

Loan Servicing Jobs:

Flagship Credit Acceptance LLC Careers. - 11/22/2016
Loan Servicing Representative - Loss Mitigation
Description

**Essential Job Duties:**
- Conduct extensive borrower interaction via inbound and outbound calls in a dialer and manual environment.
- Exhibit advanced skip-tracing techniques (utilizing all company approved tools and information sources).
- Provide thorough and accurate documentation and maintain superior quality assurance and compliance results.
- Service accounts by investigating problems and finding resolutions to create a positive borrower experience.
- Overcome borrower objections about making payments and educate the borrower in understanding their account(s) and responsibilities.
- Negotiate account settlements with borrowers.
- Work state specific and high risk accounts.
- Extensive interaction with Repossession Agents and other company approved vendors.
- Identify potential Legal accounts and work with Management and Legal to pursue actions as necessary.

**Non-Essential Job Duties:** Other duties as assigned.

**Requirements:**
- AA/AS degree or high school diploma; equivalent experience may be substituted. Bachelor's degree a plus.
- 5 years of experience in Auto Finance Collections within a Call Center environment with 3 years skip tracing/repossession experience.
- Superior communication skills to be able to maintain composure with difficult borrowers.
- Demonstrated ability to consistently achieve aggressive loss mitigation goals within an individual work queue.
- Schedule flexibility and the ability to work in a fast paced ever changing work environment.
- Ability to manage constructive criticism in a positive manner.
- Ability to thrive in a "team first" rather than a "me first" environment.
- Proficient in MS Office; including Word, Excel and Outlook.
- Dialer experience a plus.
- Promote a positive work environment.

**Knowledge, Skills & Abilities:**
- Possess strong problem solving and negotiations skills.
- Desire to exceed challenging goals, be self-motivated and able to demonstrate personal initiative in an effort to achieve high standards of performance.
- Must be adaptable to change, flexible, and demonstrate persuasive communication and organizational skills.

**Supervision:**
Receives specific direction for new tasks and general direction for ongoing tasks.

**Management:**
This position does not manage other staff.

**Physical Demands:**
Work is performed in a traditional office environment with extensive sitting, computer use and filing; may involve bending, stooping and reaching. Must be able to lift, carry or move up to 25 pounds. Noise level in the work environment is low to moderate.
These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this job.

For more info:
http://jobs.jobvite.com/careers/flagshipcredit/job/op9h4fwD?__jvst=Job%20Board&__jvsd=Indeed

11/16/2016
Investor Reporting Analyst

Job ID 2016-4190  11/22/2016

Job Locations - US-TX-Plano - Position Category - Accounting/Finance - Company - Carrington Mortgage Services, LLC
Position Type - Regular

More information about this job:

Overview:

FOUNDED IN 2003, Carrington has evolved from a mortgage credit asset manager into a vertically-integrated financial services company that covers virtually every aspect of the single family residential real estate transactions - investments in U.S. real estate and mortgage markets, loan origination and servicing, asset management and property preservation, real estate sales and rental, and title and escrow services.

Why you should join Carrington:

- Carrington’s award-winning training and development platform has earned us a spot as one of the top 100 learning organizations in the world by e-Learning Magazine.
- Our medical, dental and vision benefits for full-time, regular employees are highly competitive.
- Our tuition reimbursement and great career advancement opportunities encourage employee growth.
- The senior leadership team is full of top industry leaders.
- We are an innovative and rapidly growing company.
- Our employees have access to several fitness, restaurant, retail (and more!) discounts through our exclusive employee portal.
- An exciting, innovative and entrepreneurial work environment.

Responsibilities:

The Investor Reporting Analyst will be responsible for generating various monthly accounting reports for assigned investors, ensuring accuracy and completeness of required reports and compliance with investor guidelines. Must perform all duties in accordance with all company guidelines and applicable federal, state, and local regulations.

- Forecast principal and interest advance for securitization on a monthly basis, using specified pooling and servicing agreement; ensure reports are prepared within the timeframes and other terms established in the servicing agreement.
- Create and distribute monthly loan level remittance reports to appropriate trustee, including the Loan Modification Report, REO Liquidation Gains and Losses, and Cease Advancing/Stop Advancing Report.
- Reconcile pool to security for schedule; schedule portfolios to maintain actual unpaid principal loan balance and to meet requirements of Regulation AB.
- Analyze remittance differences between investor reporting accounting reports and remittance reports to maintain cash in custodial account.
- Validate data coming from other departments and work with those departments to resolve any discrepancies.
- Maintain consistent attendance to ensure fulfillment of essential duties and responsibilities.
- Perform other duties and special projects as assigned.

Qualifications:

- High school diploma or equivalent required.
- Bachelor’s degree in related field (business, accounting, finance) preferred.
- Intermediate to advanced Excel skills required.
• One (1) to two (2) years of related experience required; residential mortgage banking experience, Freddie Mac and Ginnie Mae experience preferred.

EEO/AAP Employer

Apply for this job online

Carrington is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

Application FAQs

Loan Administration Representative 8/16

Collector Mortgage Servicing (Irving location) 11/22/2016

Location: Irving, TX, US

Req ID: 17201

Areas of Interest: Collections

BOK Financial (BOKF), Headquartered in Tulsa, Oklahoma, BOK Financial Corporation (NASDAQ: BOKF) is a top 25 U.S.-based financial services holding company with operations in ten states – Oklahoma, Texas, Arkansas, Arizona, Colorado, Kansas/Missouri, New Mexico, Nebraska and Wisconsin. The company began more than 100 years ago in Tulsa and has successfully diversified into a variety of industries, businesses and geographies.

The Collector Mortgage Servicing is primarily responsible for Collection calls and/or correspondence in a fast paced goal oriented collections department. Providing customer service regarding collection issues, reviewing account for correct resolution, accountable for reducing delinquency for assigned accounts.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Processing high volume inbound and outbound phone calls to assigned delinquent customers, using a predictive dialer or manual dialing, determining customers financial capacity to pay, intent regarding the property and the mortgage and identification of best alternative to resolve the delinquency and provide assistance. Must be able to communicate effectively and to control flow of a communication.
2. Establish and maintain effective and cooperative working relationships with peers and departments with whom the collection goal intersects. Participate in team meetings
3. Provide excellent customer service to external and internal customers
4. Meet defined department goals and activity metrics
5. Perform other assigned tasks and duties necessary to support the BOKF Collection function.
6. Will work approximately one rotating Saturday shift per month

We are seeking 3+ years of collections experience in a high volume, scheduled call environment. Strong Knowledge of FDCPA, CFPB, investor and regulatory guidelines. Prior experience in Mortgage Collections a plus. Prior experience in MSP (Mortgage Servicing Platform) a plus. Strong attention to detail, goal oriented Excellent negotiation and customer service skills required.

BOK Financial is a stable and financially strong organization that provides excellent training and development to support building the long term careers of our employees. With passion, skill and partnership you can make an impact on the success of the bank, our customers and your own career!

Apply today and take the first step towards your next career opportunity!

BOK Financial is an equal opportunity employer. We are committed to providing equal employment opportunities for training, compensation, transfer, promotion and other aspects of employment for all qualified applicants and employees without regard to sex, race, color, religion, national origin, age, disability, sexual orientation, genetic information or veteran status.

SERVICING LOAN REC SPECIALIST - StoneGate Mortgage 8/16

TX - DALLAS

Job Description:

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
ESSENTIAL FUNCTIONS

· Lead staff to ensure timely reporting remitting, reconciling of loans acquired and service release throughout the month.

· Remain current with compliance related activities to ensure Stonegate remains in compliance with SOX, CFPB, and Investor Guidelines.

· Document all processes and procedures and update annually, as needed.

· Perform pre and post acquisitions boarding and reconciliation functions related to Principal and Advance balances, to include updating system balances, validating boarding/release balances to the trial balance, and reconciling any variances. Calculate repurchase quotes to provide servicers.

· Prepares wires and GL entries as needed to remit or cleared aged items timely and accurately.

· Remit Make Whole and Repurchase funds to investors.

· Calculate repurchase quotes to provide to servicers.

· Provide posting instructions on Make Whole funds to Cashiering.

· Perform FNMA Shortage/Surplus research.

· Ensure funds for acquired and released loans are remitted/recovered within the appropriate timelines.

· Provide status reports to management for each Acquisition/Release. Includes clearing/reconciling items within 2 business days from the point of identification from the Repurchase and Acquisitions clearing accounts.

· Reconciliation of loan balances of recently funded loans.

· Analyze and resolve discrepancies on recently funded loans between what boarded and corporate.

· Reconcile and post incoming bank wires.

· Perform various internal audits concerning recently funded loans.

· Other duties, running queries, and special projects as assigned.
EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience:

- Four year college degree preferred.
- Equivalent combination of job experience and education that demonstrates the ability to perform the essential functions of this job.
- 2 years experience of bank reconciliation process for test of expected cash, pool to security balancing, and clearing account balancing.
- Knowledge of agency forms for custodial reconciliations.
- Minimum of four year of experience in financial/mortgage industry with an emphasis on Investor Reporting or bank/G/L reconciliation or audit.
- Mortgage industry and/or Financial Services experience is a plus.


Loan Servicing Specialist
Location: TIB – Corporate – Texas Independent BankShares a Banker’s Bank in Irving, TX

Job Code: 312

# of openings: 1

Description

BASIC FUNCTION
This position is responsible for all aspects of interim mortgage servicing. Will provide support in areas such as collections, customer service, research and loan delivery. Also responsible for assisting investors with any interim servicing related issues.

**MAJOR DUTIES / ACCOUNTABILITIES**

- Handle incoming phone calls from borrowers, title companies, originating banks, etc., in a timely manner, addressing the concerns and conducting appropriate research and follow up where applicable.
- Perform QC audits and set-up loans in FICS MS system for interim servicing.
- Generate and send out Hello Letters on newly purchased loans.
- Research daily/monthly sub servicer reporting to assure PMI/Taxes/Insurance is being paid timely on escrowed accounts.
- Review Parcel Report of loans in danger of taxes not being paid due to a parcel that hasn’t yet been split to reflect the proper amount of acreage being lending on.
- Investor Compensatory Fee/Rebuttal Review to assure that our sub servicer is submitting timely and accurate responses to both Freddie Mac and Fannie Mae.

**REQUIREMENTS / DESIRED QUALIFICATIONS**

- 2-3 years of direct customer contact in customer service, loan administration, collections, or sales environment
- 1-2 years of mortgage experience
- Ability to handle confidential material in a professional, highly ethical manner
- Excellent verbal and written communication skills
- Strong interpersonal skills to build and maintain professional relationships with clients, customers and co-workers
- Ability to prioritize. work independently as well as within a team, and perform tasks with limited supervision
- Great time management and organization skills
- Software: Microsoft Office (Word and Excel)

Apply here: [http://chk.tbe.taleo.net/chk01/ats/careers/apply.jsp?org=TIBBANK&cws=1&rid=312](http://chk.tbe.taleo.net/chk01/ats/careers/apply.jsp?org=TIBBANK&cws=1&rid=312)
Join the team that powers the global real estate economy - CoreLogic is an innovative, future focused company whose vision is to deliver unique property-level insights that power the global real estate economy. We are a $1.4 billion dollar company with more than 5,000 employees globally serving the financial services and insurance industries. We are evolving at a rapid pace and the clients we serve are challenged from every direction, which means we are growing and innovating to help drive their success. Working together, and differentiated by our superior data, analytics and data-enabled solutions, we empower our clients to make smarter business decisions through data-driven insights. We take initiative, are fully accountable, build respect and trust, make transparency a must—and engage, include and collaborate at every turn. We take pride in our work and believe in cultivating a work environment that supports and values our greatest asset: our talented employees.

Under general supervision, conducts research of tax data and process tax payments. Extracts and compiles data into documents and reports, using a variety of tools. Works on assignments that are of moderate scope, where sound judgment is required in resolving issues or in making recommendations. Processes and researches a high volume of issues, where issues are typically more complex that requires moderate knowledge of customer and company requirements. Makes outbound phone calls to taxing authorities to procure data. May perform a variety of clerical functions within Tax Services to ensure timely procurement and accurate payment of taxes.

**Job Duties**

- Conducts research of tax data. Assignments are of moderate scope and complexity, where research requires review and judgment of...
multiple sources and knowledge of functional operations. Leverages all available resources, such as existing databases, third party sources and/or public information on the internet. Utilizes tools to analyze, query and manipulate data according to defined business procedures. Extracts and enters appropriate data onto application, other form, or database.

- Process tax payments. This may require escrow reporting, payment processing, reviewing incoming tax bills, identifying and disbursing bills for system input, reviewing reports from mortgage companies to check for missing payments, matching bills to checks, extracting system data and forwarding to clients, determining mailing process, and preparing information and check requests for supervisor to allocate funding.
- Performs clerical duties, such as maintaining simple to complex files, searching and investigating information contained in files, processing departmental documents requiring knowledge of functional operations and entering report results into tracking system.
- May read and follow instructions on difficult metes and bounds legal descriptions.

Education, Experience, Knowledge and Skills

- High School Diploma or equivalent
- 2 years related experience (college education may count for related experience)
- Verbal and written communication skills
- Good customer and listening skills
- Intermediate computer skills required to retrieve, query, create and update documents and spreadsheets containing basic formulas and formatting
- Attention to detail
- Ability to work independently and maintain tight deadlines
- Tenacity for solving detailed issues
- Analytical skills and good judgment
- Knowledge of company/client applications/system/requirements

CoreLogic offers an empowered work environment that encourages creativity, initiative and professional growth and provides a competitive salary and benefits package. CoreLogic is an Equal Opportunity/Affirmative Action employer committed to attracting and retaining the best-qualified people available, without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability or status as a veteran of the Armed Forces, or any other basis protected by federal, state or local law. CoreLogic maintains a Drug-Free Workplace. We are fully committed to employing a diverse workforce and creating an inclusive work environment that embraces everyone’s unique contributions, experiences and values. Please apply on our website for consideration.

Apply here: https://sjobs.brassring.com/1033/asp/tg/GQLogin.asp?SID=^Lqb77L6NN2/Mut89IQB9RPJDi53E8W8kJWYoKhCwRtaqG1bT6HQuZbfyOHcXoLmY&fjd=true&referer=&gqid=1583&jobinfo=__2472663|1|1583__&applycount=1&type=search_jobdetail
Mortgage Servicing Representative

Loan Servicing Plano, Texas

**Description:**

This position is responsible for providing excellent customer service while assisting borrowers in general mortgage inquiries, concerns, and light collections efforts as needed. Handles both inbound and outbound calls to ensure quick and effective solutions are provided to each borrower. Responsible to comply with all job requirements in accordance with company policies an all state and federal regulations.

**Job Duties:**

- Handle inbound and outbound calls to current and early stage delinquent accounts.
- Ability to assist in a variety of account issues including but not limited to; escrow, payment transactions, ARM changes, payoff request and other inquiries.
- Adhere to all federal, state and local collection laws and regulations such as Fair Debt Collection Act (FDCPA).
- Work specialized calling campaigns and or other special projects based on business/management needs.
- Strong understanding of government programs including FNMA, FHLMC, and FHA/VA.
- Ability to identify and provide early intervention workout options to borrower’s facing imminent default or short-term hardship reasons.
- Perform skip-tracing on accounts where inaccurate or no contact information is available.
- Capable of following strict adherence and attendance requirements to ensure phone coverage availability at all times.

**Requirements:**

- 1+ year of mortgage experience.
- Collection experience preferred; able to maintain a positive attitude in stressful situations.
- Strong customer service and phone experience required; including automated dialing system.
- Excellent verbal and written communication skills; counseling and persuasion skills.
• Highly organized with the ability to multi-task in a fast paced environment.
• Sense of urgency and high attention to detail required.

Apply here: http://www.loandepot.com/About/Careers/career-openings?p=job%2Fo0DD3fw3%2Fapply&__jvst=Job%20Board&__jvsd=Indeed&nl=1

Nationstar Mortgage

Customer Service Rep I
ID: 5300

Location: Horizon Way - Irving, TX - HRZNW

Department: Performing

Description

JOB SUMMARY

The Customer Service Representative is responsible for fielding in-bound calls from customers or authorized third parties regarding all mortgage origination, closing, and general servicing questions. The position is also responsible for providing excellent customer service and knowledgeable responses to resolve customer concerns.

ESSENTIAL JOB FUNCTIONS

• Compares and evaluates possible customer service solutions, and decides which to recommend to customers to best meet their needs and circumstances.
• Responsible for prompt and accurate response to customer’s mortgage servicing questions and concerns.
• Timely and accurate processing of payoff statement quotes, including prepayment penalty and refund calculations.
• Resolve mortgage research items by utilizing the servicing system.
• Assists borrowers with late charge waiver, due date change, and other loan maintenance requests.
• Process Verifications of Mortgage for both internal and external customer.
• Input data and verify information as it pertains to processing telephone draft payments.
• Provide customers with information about company products and services to generate additional revenue through cross-sell/up-sell opportunities.
• Properly document each customer interaction in the servicing system.
• Perform loan-related mathematical equations.
• Perform follow-up and research tasks to ensure problem resolution.
• Adhere to operational controls, including legal, corporate, and regulatory procedures to ensure the safety and security of customer mortgage assets.

EDUCATION / EXPERIENCE REQUIREMENTS

• Graduation from a 4-year college or university with major course work in a discipline related to the requirements of the position is preferred. Will consider the equivalent combination of job experience & education that demonstrates the ability to perform the essential functions of this job.
• Understanding of federal and state mortgage servicing requirements, standards and servicing processes preferred.
• Minimum of 1 year experience of mortgage customer service background preferred or customer service experience in a banking or financial services environment considered.

Apply Here:
http://chj.tbe.taleo.net/chj05/ats/careers/apply.jsp;jsessionid=776802A8D827818EACCAE0434FAEEB47?org=NATIONSTAR&cws=1&rid=5300

Ciera Bank
Banking that’s true to Texas!

Real Estate Loan Documentation Specialist

EOE Statement  Ciera Bank is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.
The Real Estate Loan Documentation Specialist position is primarily responsible for reviewing all real estate loan documentation for completeness and accuracy prior to closing, scheduling loan closing, ordering documents, funding, and booking loans. Work is routine in nature with changing priorities. Incumbent applies advanced knowledge of real estate principles and regulations to work performed. Works under general supervision and in compliance with established policies, procedures and regulations.

**Essential Functions** (Majority of duties, but not meant to be all inclusive nor prevent other duties from being assigned as necessary)

**Functional:**

- Reviews and audits loan documentation to ensure all underwriting conditions have been met and verifies computations of loan calculations.
- Prepares closing instructions; determines charges to be collected at closing such as appraisal/inspection fees, credit report charges, loan origination fees, etc.
- Responds to questions and resolves any problems on closing loans.
- Verifies property address, action taken date and loan amount in accordance with HMDA requirements; ensures closing process complies with all related regulations, and Company policies.
- Coordinates closing with title companies and attorneys or schedules in-house closing. In-house closings require all problems that may encumber title to be resolved prior to closing (e.g., title opinions, surveys, etc.)
- Builds the loan in the Core System
- Creates real estate files
- Communicates with Loan Officers and Loan Administrators for inaccurate or missing documentation
- Quote loan payoffs

**Knowledge, Skills & Abilities** (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

- Analytical and problem solving skills.
- Moderate keyboard skills including word processing and spreadsheet applications.
- Working knowledge of documentation guidelines and lending regulations inclusive of TRID, RESPA, ECOA, & HMDA
• Good written, oral, and interpersonal communication skills with ability to explain documentation and loan closing requirements.

This level of knowledge is normally acquired through completion of a high school diploma, or equivalent, and 2 years loan processing experience.

**Working Conditions** (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

**Internal** – Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

**External** – N/A

**Physical Demands** (The physical effort generally associated with this position)

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. Work may include occasional pushing, pulling, or carrying objects weighing up to 20 pounds such as files, documents, and computer printouts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboard at a moderate skill level.
Working Relationships/Contacts (Positions, other than supervisor and immediate co-workers, with which incumbent has frequent contact and the reason for contact.)

Internal – Extensive contact with loan officers and loan administrators.

External – Limited contact with applicants, realtors, & appraisers. Extensive contact with title company representatives & attorneys regarding loan documentation and closings.

Supervision of Others – N/A

Accountability (Budget/asset amount managed, revenues/profits produced, and/or other financial resource incumbent is accountable for. Also indicates judgement/decision making level.)

This position is responsible for closing loans with accurate documentation, and in accordance with loan approvals and with applicable loan regulations.


Location: Ciera Bank - Flower Mound - Full-Time/Part-Time Full-Time
Loan Underwriting Jobs:

**Junior Mortgage Underwriter** – 11/16
Recovco Mortgage Management, LLC - Irving, TX
Our Operations team provides our clients with the confidence of exceptional auditing and underwriting expertise. Recovco Mortgage Management seeks to hire Mortgage Underwriters for our Team in our Irving, Texas Team.

RECOVCO, headquartered in East Meadow, New York and with offices in Irving, Texas, and Orlando, Florida and Minneapolis, Minnesota touches over 10,000 files per month, providing servicing solutions, valuations, quality control, due diligence, underwriting, end to end fulfillment, and auditing services that banks, mortgage companies and insurance companies utilize Recovco to ensure the loans of today and the past are pristine and free of possible repurchase issues and in compliance with all the new laws and regulations.

Mortgage Underwriters Underwriter responsibilities include but are not limited to;

- Frontline underwriting origination, conducting credit risk reviews of retail and correspondent loans and apply needed conditions for mortgage submissions to assure loans meet program/product specifications.
- Executing an appraisal analysis to determine that acceptable collateral standards are met, while completing the necessary research to determine federal, state and company compliance.
- Communicating credit risk decisions to the partnering individuals within the company, correspondents, or borrowers.
- Achieving productivity standards and qualitative seller satisfaction targets.
- Performing due diligence quality review of underwriters, by providing a detailed review of retail and correspondent approved loans, including credit, income, and asset analysis and findings.
- Additional related duties may be assigned, as required.

**Requirements**

- Minimum of 3 years of recent mortgage origination underwriting experience
- Excellent written and verbal communication skills
- A strong eye for detail

How to Apply: Please send your cover letter, resume and salary aspirations for immediate consideration to Jennifer, National Director of Recruitment.

Our growing teams are also hiring for the following positions:
**REMOTE Team** – Origination Underwriters
**EAST MEADOW, NY** – Origination Underwriters
**IRVING, TX Team** – Origination Underwriters, Origination Processors, Closers, Title Review Specialists, and Post Closing Document Review Specialist
**ORLANDO, FL Team** – Origination Underwriters and Origination Processors
Jr. Underwriter – Supreme Lending in Dallas
Job Description – JO-1409-148

I. JOB SUMMARY

Under the direction of the Underwriting Manager, the Jr. Underwriter assists the underwriting team in mitigating the company’s credit risk by performing tasks such as, but not limited to appraisal review, condition clearing, pulling underwriting reports, and clearing investor suspense items.

II. DUTIES & RESPONSIBILITIES:

- Communicates with the Underwriting Manager to advise of any branch processing issues.
- Reviews and underwrites appraisals; applies appropriate guideline criteria, and update all systems with required appraisal information.
- Clears conditions as needed or by assignment of loans previously underwritten by a Sr. Underwriter; complexity of condition clearing would increase over time with knowledge and experience.
- Reviews/approves and clears the conditions for 4506 tax transcripts return using knowledge and experience to assure that the tax transcripts are in line with the income underwriting of the file.
- Maintains company mandated turn times of new loans and resubmissions.
- Fields and answers all incoming underwriting questions with regard to conditions and/or specific file issues to ensure immediate resolution.
- Assists in investor suspense loan file reviews to clear suspense items and ensures the loan is salable.
- Reviews and clears Fraud Guard conditions and provides information to underwriters of any required actions necessary for the loan approval.
- Coordinates with MI companies and/or any other outside vendors that may need a copy of a file for review/audit.
• Maintains a professional image and adheres to standards consistent with company policies and procedures.

Other duties as assigned.

III. JOB REQUIREMENTS:

• High school diploma or equivalent required.
• Minimum of 2 to 5 years of mortgage experience, preferably in manual/traditional processing, and/or underwriting areas.
• Must possess a thorough knowledge of the company’s product mix, appraisals, tax returns, disclosure compliance, and AUS search engines.
• Strong problem solving skills.
• Demonstrated judgment and decision making ability.
• Excellent organizational and time management skills.
• Ability to handle multiple tasks simultaneously.
• Customer service driven; responsive to client issues and concerns.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals in, or assigned to, the above position and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required, and may be changed at the discretion of the company.

Apply here: http://supremelending.force.com/careers/ts2__Register?jobId=a0xi0000001ZS1wAAG&tSource=Mortgage

Mortgage Underwriter 2 - Irving, TX – 11/22/2016

Location: Irving, TX, United States

Veterans United Home Loans is seeking an experienced mortgage underwriter to ensure our loans meet company and industry standards, specifically for VA Loans. This position will not be originating loans.

Learn more about what it’s like to be an Underwriter at Veterans United: https://www.veteransunited.com/careers/underwriter/

Responsibilities:

• Review loan files for accuracy and completion (each loan must be fully underwritten).
• Ensure accuracy of documents, data and appropriate decision per guidelines.
• Communication of loan decision to processing and origination staff.
• Explanation of rationale behind credit decisions, as well as identify and recommend alternative loan structures for viable financing solutions.
• Complete all required Dept of VA SAR designation training.

**Necessary Skills:** High attention to detail, unparalleled work ethic, and the ability to thrive in a fast-paced environment.

**Job Requirements:**

• At least 18 months of Residential Mortgage Underwriting experience.
• Fully Proficient and Authorized VA Credit and Collateral Underwriter.
• Proficient in basic computer technologies, appropriate for an internet-based company.

**Veterans United is proud to be an EOE/ADA and Military Friendly employer**

Apply

Mortgage Loan Origination Underwriter

Advertiser

Elite Tek Services, Inc.

Location

Texas, United States

Description

**Location - Westlake**

**Job Description:**

Review and decision credit, income and asset documentation for non-approved loans, including qualification of wage earner and self-employed borrowers per client and investor guidelines. Meet established Production and Quality goals.

• Meet established turnaround times required for reviewing individual documents and initiating tasks.
Answer incoming calls and meet dept phone SLA’s.
Clear conditions as needed. Identify & work through alternatives for loans that fall outside of guidelines by demonstrating the ability to adhere to the UW guidelines to ensure proper salability of loans to investors.
Track missing documentation on loans.
Review documentation upon receipt for adherence to investor requirements.
For loans that fall out of guidelines, identify and work through alternatives with Supervisor and/or clients.
Make recommendations to save or convert to an actual Business Decision.
Assist internal/external customers and correspondents with loan status, website assistance, web scoring, and underwriting scenarios.
Act as a subject matter expert and perform second level review as required.
Address elevated loan questions and issues from lower level analysts.
Share all findings with processor, clients or correspondents via written or verbal communication methods.
Complete input of loan details and information into internal systems during initial underwrite.
Review higher risk flags from data alerts to clear variances.
Access and rescore loans through process on decision engines.
Review re-verified information compared to original verifications

Education:

- HS diploma required
- College degree not required, but preferred

Experience:

- MINIMUM 2 YEARS experience in conventional underwriting of full doc loans
- Familiarity with AUS including DU and LP
- Demonstrated knowledge and expertise with secondary marketing, underwriting guidelines and products inclusive of GSE, Jumbo, and non-conforming.
- Experience with income analysis to qualify wage earner and self-employed borrowers.
  Familiarity with income tax documentation including but not limited to sole proprietorships, S-corps, C-corps, partnerships, and limited liability corporations is required.
- Strong customer service and communication skills (verbal and written) are required with a track record of the utilization of interpersonal skills to interact with other departments in a professional manner. Candidates must be detail-oriented, organized and possess strong problem solving skills with the ability to make quick accurate decision with limited information.
- Ability to manage multiple priorities and meet deadlines in a fast paced, high volume work environment.
- Strong analytical skills and decision-making ability to make lending decisions and translate guidelines.
- Open to flexible scheduling options and the ability to adapt/change as needed.
- Working knowledge of Microsoft Office Suite.

Underwriter - 1603246

Description

D.R. Horton, Inc., the largest homebuilder in the U.S., was founded in 1978 and is a publicly traded company on the New York Stock Exchange. It is engaged in the construction and sale of high quality homes designed principally for the entry-level and first time move-up markets. The Company also provides mortgage financing and title services for homebuyers through its mortgage and title subsidiaries. Please visit our website at www.drhorton.com for more information.

D.R. Horton, Inc. is currently looking for a **Underwriter** for their Underwriting Department. The right candidate will primarily be responsible for the underwriting of manual loans or the validation of automated findings on Government loans (FHA and VA).

Qualifications

**Essential Duties and Responsibilities**

- Receive daily loans for underwriting that have been assigned by the Regional Underwriting Manager
- Prioritize RUSH’s, CU conditions and newly submitted loans to meet the required turn-around time
  - CU Conditions on FA files are cleared and returned to the Underwriting Assistant within 4 hours
  - RUSH files are underwritten and returned to Underwriting Assistant within 24 hours
  - CA conditions are cleared and returned to the Underwriting Assistant within 24 hours
  - CA/FA files are underwritten and returned to the Underwriting Assistant within 48 hours
- DHIM Underwriters will underwrite or “take action” on a minimum (if volume is present) of 100 loans monthly. They must also have strong organizational skills in order to handle more than the minimum standards (100 loans) and be responsible to meet deadlines when heavy periods of volume exist throughout the month. This would include some extended hours or time worked from home. Regional Underwriting Managers will advise Underwriters of deadlines required for actions necessary when these conditions exist.
- DHIM Underwriters are primarily responsible for the underwriting of manual loans or the validation of automated findings on government loans (FHA and VA). They have full delegation with FHA Direct Endorsement and VA Automatic with LAPP approval. Underwriters will also review and make decisions on Bond loans and Conventional loans from various Investors and must be proficient with all guidelines.
- The conditions and approvals are indicated by the Underwriter entering the information into TMO or
Empower. The Underwriting Assistant updates the Branches by fax
  - Underwriters take action and approve all appraisals and complete the FHA Conditional Commitment and the VA NOVs when applicable
  - Upon rejection of a loan, the Underwriter will notify the Branch of their recommendation and submit the loan to the Regional Underwriting Manager for an in-depth second review
  - DHIM Underwriters have frequent contact with the Processors, LO’s and Branch Managers and must have strong written and verbal skills in order to effectively communicate

Education and/or Experience

  - Bachelor’s degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
  - FHA Direct Endorsement

Come join a winning team with a Fortune 500 company! We are growing fast and are looking for enthusiastic attitudes and team players to join our success. We offer an excellent benefits package including vision, medical and dental. **Build YOUR future with D.R. Horton, America’s Builder.**

Primary Location: TX-Plano

Apply here: [https://drhorton.taleo.net/careersection/2/jobdetail.ftl?job=1603246](https://drhorton.taleo.net/careersection/2/jobdetail.ftl?job=1603246)

Underwriting Support Specialist

ID: 3969

Location: Horizon Way - Irving, TX - HRZNW

Department: Direct Ops

Description

**Essential Job Functions:**

Review Government or Agency Guideline Announcements
Review MI Company Guideline Updates, if applicable
Review Investor Guideline updates
Update Nationstar Matrices with Guideline changes
Handle Underwriting Support Desk calls (from Underwriting Managers, Operations Managers and Processing Managers)
Write and issue Underwriting Bulletins, FAQs and Product Central Announcements
Development and maintain Corporate Underwriting Manual and Product Central
Submit tickets to IT, follow-up and handle TMO and ODE breakdowns or fixes required
Underwriting backup during peak times

Education/Experience Requirements:

Graduation from a 4-year college or university with major course work in a discipline related to the requirements of the position is preferred. Will consider the equivalent combination of job experience & education that demonstrates the ability to perform the essential functions of this job.
5+ years mortgage industry experience, including experience in one of the following areas: underwriting, secondary marketing, compliance or product development.
Mortgage lending experience should include expertise with prime products, government or agency - FHA/VA or Fannie/Freddie.

Apply at the link below:

http://chj.tbe.taleo.net/chj05/ats/careers/requisition.jsp?org=NATIONSTAR&cws=1&rid=3969

Underwriter, Jr.

Pacific Union Financial LLC • Dallas, TX

Posted 15 days ago

Apply Now
Job Snapshot
Full-Time
Experience - 3 to 5 years

Job Description

Responsible for working closely with assigned team and underwriters to procure outstanding conditions (both internal and external). Communicate with the sales coordinators in areas related to training, compliance by the broker related to condition delivery processes and completeness of files. Review appropriate documentation to satisfy conditions and move loans through the pipeline efficiently from submission to funding. Work under immediate supervision and report to Manager, Director or VP of department.

Essential Functions:

1. Adhere to general work requirements
2. Work closely with underwriters, request documentation and follow up on missing conditions
3. Assist in moving loans from submission to clear to close
4. Track and communicate training opportunities with the client’s sales coordinator
5. Ensure all processes and checklists are completed accurately on each loan file
6. Order internal conditions for each loan per the Loan Approval
7. Re-disclose as required by law on valid change in circumstances and/or coordinate with proper associates to ensure timeliness
8. Put notes in DataTrac on each loan no later than every 10 days
9. Clear conditions in accordance with level of authorization
10. Perform other duties as assigned

Job Requirements

General Skills:

- Good verbal and written communication skills
- Ability to provide outstanding customer service in fast-paced environments
• Proficient working knowledge of computerized applications such as word processing, spreadsheet, database, presentation software, email and specialized business applications software
• Presentation skills necessary to effectively communicate, update, persuade and/or facilitate discussions with all levels of management
• Interpersonal skills necessary to establish and maintain effective working relationships with coworkers, other business areas and government agencies as required
• Ability to:
  o read and interpret complex reports and documents
  o assimilate and interpret various sources of data and provide and make decisions on recommendations to executive management to solve highly complex problems from start to finish
• Planning and organizational skills necessary to coordinate workload around multiple assignments

**Minimum Qualifications:**

• High school diploma or GED
• 3-5 years of mortgage banking loan processing or junior underwriting experience
• Familiarity with LOS and AUS system
• Previous experience with RESPA 2010, HMDA, HOEPA, SAFE ACT and familiar with new GFE/TIL, MDIA requirements
• Familiarity with DU/LP AUS and LOS systems and Data Trac
• Bachelor’s degree in relevant field or equivalent work experience

**Quality Assurance Underwriter**

Job posting ID# 1387
State – Texas, City - Irving
Operations - Credit-13003
*Caliber Home Loans, Inc.* is a full-service national mortgage lender and agency direct seller/servicer. Caliber originates loans through various channels and transaction types, including a network of retail branches, wholesale lending, correspondent and emerging banker lending, and a consumer-direct centralized operation specializing in a variety of loan programs for purchase and refinance such as conforming, jumbo, and government products. Caliber also offers innovative servicing solutions for both conforming and non-conforming loans. Caliber is led by a veteran senior management team that consists
of mortgage banking professionals with a history of building successful national mortgage operations. Caliber is owned by Lone Star Funds, a global private equity fund.

**The QA Underwriter** is responsible for performing pre-funding audits to determine whether approved loans have been underwritten in compliance with Caliber Funding’s underwriting, investor, government and FNMA/FHLMC/GNMA guidelines. The QA Underwriter is responsible for communicating deficiencies to the Underwriting Department and confirming corrective action.

**RESPONSIBILITIES**

* Review/analyze loan files that have been approved by Underwriting to ensure the file meets loan program requirements. Includes individual analysis of:
  - Loan application
  - Credit profile/report(s)
  - Debt and assets
  - Income/financial statements
  - Loan values/loan-to-value ratios
  - Appraisal reports
  - Collateral and supporting documentation
* Identify loan deficiencies and calculate the risk grade on each (material, moderate, acceptable)
* Communicate deficiencies to the Underwriting Group and confirm that corrective action has been taken
* Revisit loans to review and clear deficiencies
* Escalate files with suspected fraud to Quality Control team
* Identify quality trends and work with QA Management to recommend and drive corrective action

**QUALIFICATIONS**

* High School Diploma or equivalent
* Minimum 3-5 years of residential mortgage underwriting experience
* Experience working with Fannie Mae Desktop Underwriter and Freddie Mac Loan Prospector
* Knowledge of FHA, VA, USDA, FNMA and FHLMC policies and guidelines
* Knowledge of mortgage loan processing, compliance, investor products and underwriting guidelines
* Knowledge of mortgage insurance (MI) guidelines
* Working knowledge of various fraud tools
* Strong interpersonal, oral and written communication skills
* Excellent customer service orientation
* Some college preferred
* DE certification and Chums preferred
* VA LAAP/SAR preferred

**Apply here:**

[https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCaliberHomeLoans&icx=v02Pg0E8dr7ys%2F53w4Aja70NZw%2Ffw8f8bFO1EF85wLt9DxjYJuTaiz3cC3bUG0&c=1060341&_dissimuloSO=k81IQ_xGY14:XQC7YMN_Mx6DdXOyW3KVTQohAw](https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCaliberHomeLoans&icx=v02Pg0E8dr7ys%2F53w4Aja70NZw%2Ffw8f8bFO1EF85wLt9DxjYJuTaiz3cC3bUG0&c=1060341&_dissimuloSO=k81IQ_xGY14:XQC7YMN_Mx6DdXOyW3KVTQohAw)  See job 1387
Residential Mortgage Loan Officer Positions:

ZipLending 11/16/2016

Jesse Hibbard (NMLS #1482276)

jhibbard@ziplending.com

214-714-7576

Company NMLS #1524701

Assistant Loan Officer - Irving, TX 11/22/2016

Location: Irving, TX, United States

Veterans United Home Loans constantly strives to be the strongest, most knowledgeable VA loan team in the country, and so far that seems to be working out pretty well for us. Our borrowers have served our fine country with honor, and the very least we can do is find the right loan for their needs. We are a dedicated provider of VA home loans, we are the best, and we deliver results with integrity.

An Assistant Loan Officer helps Veterans and Active Duty service members in getting started with their VA Loan. They are often the first point of contact for borrowers. Together the Loan Officer and Assistant Loan Officer make up an epic team that could be considered superhero caliber.

Responsibilities:

- Requesting and gathering all loan documentation including borrowers' income and asset information.
- Educating borrowers on the loan process, risks and benefits of loan alternatives, and types of loan programs that best meet their needs.
- Reviewing loan documentation for accuracy before submitting to processing.
- Gathering of all conditions for underwriting.
- Coordinating signings & fundings with the help of processing.
- Maintaining current file status communication with all parties in the transaction.
- Duties may also include other items not related to direct file production, such as: maintaining expense reports, sending client thank you gifts, etc.

Necessary Skills: Superior organization skills, ability to multi-task, a strong work ethic, and the willingness and drive to become a licensed Asst. Loan Officer.
Job Requirements:

- Mortgage experience preferred.
- The ability to not only survive, but also thrive in a fast-paced, results-oriented environment.
- Experience working on a power team.
- Must be NMLS licensed or become licensed upon employment.

Veterans United is proud to be an EOE/ADA and Military Friendly employer

Apply

Loan Officer - Irving, TX – 11/22/2016

Location: Irving, TX, United States

Being a loan officer at Veterans United Home Loans offers a truly unique experience that few careers could ever match. Our loan officers work diligently so that veterans and military families can realize the dream of homeownership. Delivering that result for our clients takes remarkable communication skills, a commitment to hard work and a genuine passion for enhancing lives.

Every day, loan officers are challenged and asked to give one hundred percent effort in order to consistently offer unparalleled customer service to our customers. While oftentimes demanding, the job affords an incredibly rewarding experience for both our customers and the loan officer. Even as our VA Loan specialists are busy delivering results, the atmosphere and culture of Veterans United ensures everyone has the ability to have fun and truly enjoy enhancing lives.

Responsibilities:

- Sourcing leads, collecting borrower financial and credit information.
- Processing borrower credit information through online approval system.
- Educating borrowers on loan process and assisting them in identifying appropriate loan.
- Structuring loans for borrowers, including rates and fees for loans.
- Securing proper documentation and managing loan process through closing of loan.

Necessary Skills: A strong work ethic, a desire to succeed, ability to learn quickly, communication and time management skills, self-motivation, attention to detail, and ability to multi-task.
Requirements:

- The ability to not only survive, but also thrive in a fast-paced, results-oriented environment.
- Computer skills.
- A track record of high production and top-notch results.

Veterans United is proud to be an EOE/ADA and Military Friendly employer

Apply

Mortgage Loan Specialist

Apply now Job ID R13089 Locations Plano, Texas 11/22/2016

Plano 3 (31063), United States of America, Plano, Texas

At Capital One, we’re building a leading information-based technology company. Still founder-led by Chairman and Chief Executive Officer Richard Fairbank, Capital One is on a mission to help our customers succeed by bringing ingenuity, simplicity, and humanity to banking. We measure our efforts by the success our customers enjoy and the advocacy they exhibit. We are succeeding because they are succeeding.

Guided by our shared values, we thrive in an environment where collaboration and openness are valued. We believe that innovation is powered by perspective and that teamwork and respect for each other lead to superior results. We elevate each other and obsess about doing the right thing. Our associates serve with humility and a deep respect for their responsibility in helping our customers achieve their goals and realize their dreams. Together, we are on a quest to change banking for good.

Mortgage Loan Specialist

About Us

At Capital One, we march to a different beat! While we may be a top-10 bank by deposits, we operate and innovate with the vigor of a start-up. With thousands of employees, we never lose anyone in the shuffle, but celebrate individuals with respect and exceptional benefits. And we don’t just fill positions, but recruit the best and the brightest people that know how to set industry trends and wow consumers.

Capital One has celebrated milestones, including:
We’re excited to be growing and hiring across the country to build the next generation on sound practices and values so that our philosophy can transcend into our products and services. We hope you join our tremendous team that has helped changed our industry for the better.

There’s no place like home. And there’s definitely no place like the Capital One Home Loans team!

In our division, we’re committed to helping people achieve their dreams of home ownership with 5-star service and impressive professional skills. If you’re passionate about working with people, have a drive to provide world-class customer satisfaction, and thrive in a fast-paced work environment, then we’re looking for you. At one of the “100 Best Companies to Work For,” you’re sure to come to work every day with the promise of a new challenge and excitement of a hard-working team.

Job Summary

How You Will Make a Difference
Buying or refinancing a home may be complex, but that doesn’t mean it shouldn’t be enjoyable. Our Loan Specialists play a critical role, guiding our customers through all things home buying and refinancing. As a Loan Specialist, you’ll be the customer’s single point of contact, personally walking them through each step of the loan process, answering their questions and finding solutions tailored to their needs. In short, you’ll be responsible for delivering the kind of experience that makes our customers say wow.

Why Be a Loan Specialist?

The Loan Specialist is THE role for anyone who is passionate about creating an awesome experience for our customers. This isn’t just another job. This is your chance to play a key role in someone’s life-changing event – and to make it great.

What It Takes

This opportunity is not for the faint of heart! Here’s what you need:
• A heart for our customers and passion for exceeding their expectations
• Ability to problem solve to find the best solutions for our customers, even in difficult situations
• Detailed understanding of how the loan process works, including knowledge of mortgage processing, mortgage servicing, closing/post-closing and pipeline management

**Responsibilities**

• Be the customer’s champion and advocate throughout the loan process – from acceptance to closing
• Guide customers through the home loan process
• Be a knowledgeable, kind and responsive resource for customers when they have questions
• Have ownership in resolving any issues that may arise throughout the process
• Have 100% accountability for the happiness and satisfaction of each customer you work with. - This means knowing the ins and outs of their loan and where it is in the process
• Effectively manage a portfolio of loan applications with focus on converting applications to funded loans
• Flawlessly move the loan as fast as possible to closing with no surprises along the way

**Basic Qualifications**

• High School Diploma, GED, equivalent certification or military experience
• At least 1 year of financial services experience or at least 2 years of customer service experience
• Proficient in Microsoft Office

**Preferred Qualifications**

• Bachelor’s degree
• 3 years customer service experience in banking or 3 years customer service experience in financial services
• 1 year of experience processing mortgage documents

**(Mortgage) Loan Originator NE**

ID 2016-3311 – 11/22/2016

Type Full-Time

Category Mortgage Loan Originators

Location Name (Mortgage) Southlake, TX - Southlake

Job Locations US-TX-Southlake
More information about this job:

Overview:
Under the direction of the Branch and/or Production Manager, performs office or non manual work directly related to the management or general business operations of Prime Lending and its customers and markets and promotes Prime Lending products and services to its client base of realtors, builders, bank officers and potential and past clients.

Responsibilities:
- Markets and promotes PrimeLending’s financial products;
- Originators are expected to meet the Company’s minimum production standards of 3 funded units per month on an ongoing basis, by taking complete and accurate loan applications, using PrimeLending’s product set.
- Establishes and maintains relationships with realtors, bank officers, builders and new home sales representatives in order to develop and retain existing business; and by visiting subdivisions as required.
- Monitors overall customer interaction and interfaces with all parties involved on each individual loan from application to closing, including but not limited to counseling and pre-qualifying potential home buyers.
- Collects and analyzes information regarding the customer’s income, assets, investments or debts.
- Evaluates PrimeLending’s and other loan products and services and determines which financial products best meet the customer’s needs and financial circumstances.
- Advises the customer regarding the advantages and disadvantages of different loan products.
- Services existing customers and obtains all necessary support documents along with the appropriate fees and lock in information.
- Oversees the loan process by monitoring loan status and ensures conformity with terms.
- Communicates loan status to all interested parties, and obtains loan documentation after closing.
- Negotiates terms and conditions of loans with customers.
- Stays abreast of trends and developments in the local real estate market and competitive environment, as well as, changes in rules and regulations pertaining to private and government insured mortgages.
- Maintains a professional image and adheres to standards consistent with company policies and procedures.
- May supervise and direct the activities of other loan officer(s), loan officer assistant(s), or loan processor(s).
- Other duties as assigned.

Qualifications:
- High school diploma or equivalent.
- Appropriate licenses, if State required.
- A minimum of 12 months loan originator experience required for Loan Originator; minimum of 5 years loan originator experience required for Senior Loan Originator.
- Interacts with regional & corporate departments, as well as realtors, sales agents, builders, appraisers, etc.
- Demonstrated judgment and decision making ability. Excellent and effective presentation and communication skills, both verbal and written.
- Ability to quickly assess and process large amounts of data and use of appropriate AU software technology.
- Must be active in the community and in those job-related organizations to enhance the network of beneficial contacts.
- Continue to expand knowledge of issues influencing the industry and the organization.
- Valid driver’s license and current automobile liability insurance.

Apply for this job online

Connect With Us!:

Not ready to apply? Connect with us for general consideration.

Mortgage Loan Officer

Dallas, TX First Option Mortgage

First Option Mortgage is looking for experienced mortgage loan originators with previous sales success to sell and close Conventional, FHA, VA and USDA residential home loans through our in-house, mortgage banking platform.

Responsibilities include:

- Advise new and existing customers on various loan programs based on their financial needs and current rates
- Obtain and analyze financial and credit data
- Negotiate terms and conditions of loans with applicants
- Act as primary liaison between borrowers, outside entities (realtors, title and escrow officers, etc.), and other company employees to facilitate a prompt and efficient loan closing
- Remain current on trends and developments in the local real estate market, as well as changing rules and regulations pertaining to both private and government-insured mortgages
- Manage personal pipeline to ensure service standards and financial goals are met
- Consistently work in accordance with departmental sales and service standards
- Transact business in conformance with state and federal regulations such as RESPA, HMDA and Fair Lending Practices.
WHAT WE PROVIDE TO YOU:

- We fund our loans as a Mortgage Banker or Lender with large, Tier-1 Investors
- Highly-competitive commission structure with a monthly draw guarantee
- Superior pricing and product placement through our online, real-time pricing engine
- Close loans in days, not weeks or months
- In-house mortgage operations team (processing, underwriting, closing, etc.) to ensure your loans get through the system fast and clean the first time
- Top-notch marketing and advertising programs that bring qualified clients directly to you
- Hands-on sales management to provide continual education and sales training

BENEFITS:

- Medical, Dental, and Vision Insurance Plans for employees and family
- Voluntary Term Life Insurance and Accidental Death and Dismemberment Insurance Plans
- Voluntary Long-Term Disability Insurance Plan
- 401(k) Retirement Plan
- Flexible Spending Accounts
- Employee referral program that rewards you financially for referring top-performing employees
- Monthly top branch performer incentives

REQUIREMENTS:

- **Must be licensed as a Mortgage Loan Originator (MLO) per the S.A.F.E. Act requirements**
- Bachelor’s degree in business, finance or equivalent work experience required
- 2-5 years of relevant mortgage origination and loan structuring experience (preferred)
- Experience collecting and analyzing borrower income
- Strong analytical, mathematical, and negotiating abilities
- Excellent oral and written communication skills
- Ability to multi-task
- High level of integrity and trust
- Team-player with selfless attitude
- Professional demeanor and attire
- Proficient with all MS Office applications (Word, Excel, Outlook, etc.)

Apply here: [https://www.ziprecruiter.com/jobs/first-option-mortgage-f0961724/mortgage-loan-officer-7d6c0ae5?same_org_id=1&source=ziprecruiter-jobs-site](https://www.ziprecruiter.com/jobs/first-option-mortgage-f0961724/mortgage-loan-officer-7d6c0ae5?same_org_id=1&source=ziprecruiter-jobs-site)

**Mortgage Loan Officer**
**Frisco, TX Gateway Mortgage Group LLC**

**Benefits Offered**
Vision, Medical, Life, Dental, 401K

**Employment Type**
Full-Time

**We are hiring experienced Loan Originators to join our DFW team!**

**What you do:**

- Analyze credit, financial status and property valuations of new and existing customers to uncover financial need
- Communicate loan products, terms and pricing
- Gather necessary documentation in order to complete the mortgage application process

**Why us?**

- Direct Lender to Fannie Mae, FHA, VA and USDA
- Large Servicing Portfolio ($8+ billion)
- On-Site Underwriting and Processing (19.2 day average refinance closing time last month)
- Company provided leads

**What else do we offer?**

- Aggressive compensation plan (not a draw)
- Casual work environment
- Flexible schedule
- Full benefits including 401k
Apply here: [https://www.ziprecruiter.com/jobs/gateway-mortgage-group-llc-78f7d0a6/mortgage-loan-officer-10ef3409?same_org_id=1&source=ziprecruiter-jobs-site](https://www.ziprecruiter.com/jobs/gateway-mortgage-group-llc-78f7d0a6/mortgage-loan-officer-10ef3409?same_org_id=1&source=ziprecruiter-jobs-site)

(Mortgage) Loan Originator NE – PrimeLending – Five openings for Loan Originators in Dallas Area at 11/22/2016 – This one in Frisco: [https://primelending-hilltop-holdings.icims.com/jobs/3310/%28mortgage%29-loan-originator-ne/job](https://primelending-hilltop-holdings.icims.com/jobs/3310/%28mortgage%29-loan-originator-ne/job)

ID 2016-3310

Type Full-Time – 11/22/2016

Category Mortgage Loan Originators - Location Name: (Mortgage) Dallas, TX - Dallas Central

Job Locations: US-TX-Dallas

**More information about this job:**

**Overview:**
Under the direction of the Branch and/or Production Manager, performs office or non manual work directly related to the management or general business operations of Prime Lending and its customers and markets and promotes Prime Lending products and services to its client base of realtors, builders, bank officers and potential and past clients.

**Responsibilities:**

- Markets and promotes PrimeLending’s financial products;
- Originators are expected to meet the Company’s minimum production standards of 3 funded units per month on an ongoing basis, by taking complete and accurate loan applications, using PrimeLending’s product set.
- Establishes and maintains relationships with realtors, bank officers, builders and new home sales representatives in order to develop and retain existing business; and by visiting subdivisions as required.
- Monitors overall customer interaction and interfaces with all parties involved on each individual loan from application to closing, including but not limited to counseling and pre-qualifying potential home buyers.
- Collects and analyzes information regarding the customer’s income, assets, investments or debts.
- Evaluates PrimeLending’s and other loan products and services and determines which financial products best meet the customer’s needs and financial circumstances.
- Advises the customer regarding the advantages and disadvantages of different loan products.
• Services existing customers and obtains all necessary support documents along with the appropriate fees and lock in information.
• Oversees the loan process by monitoring loan status and ensures conformity with terms.
• Communicates loan status to all interested parties, and obtains loan documentation after closing.
• Negotiates terms and conditions of loans with customers.
• Stays abreast of trends and developments in the local real estate market and competitive environment, as well as, changes in rules and regulations pertaining to private and government insured mortgages.
• Maintains a professional image and adheres to standards consistent with company policies and procedures.
• May supervise and direct the activities of other loan officer(s), loan officer assistant(s), or loan processor(s).
• Other duties as assigned.

Qualifications:

• High school diploma or equivalent.
• Appropriate licenses, if State required.
• A minimum of 12 months loan originator experience required for Loan Originator; minimum of 5 years loan originator experience required for Senior Loan Originator.
• Interacts with regional & corporate departments, as well as realtors, sales agents, builders, appraisers, etc.
• Demonstrated judgment and decision making ability. Excellent and effective presentation and communication skills, both verbal and written.
• Ability to quickly assess and process large amounts of data and use of appropriate software technology.
• Must be active in the community and in those job-related organizations to enhance the network of beneficial contacts.
• Continue to expand knowledge of issues influencing the industry and the organization.
• Valid driver's license and current automobile liability insurance.


Jr Mortgage Professional/Loan Officer at 11/22/2016

ID: Four positions were open ID #: 5348, 5623, 6902, & 7321 all in Irving, Texas

Location: Horizon Way - Irving, TX - HRZNW

Department: Direct Sales

Division: Nationstar Mortgage
Description

Nationstar is offering a unique opportunity to college graduates to be part of an elite Mortgage Professional University. We offer a PAID training program that guarantees commission while you train! We are seeking talented professionals to join our outstanding sales team which is expanding in Dallas, TX. Nationstar wants to invest in you and your future career goals! This is an excellent opportunity to work for the nation’s leading mortgage lender while simultaneously obtaining your state and federal licensing to become a Mortgage Professional (Loan Officer). Are you a self-starter? Do you have a proven work ethic? Do you like competition? If you answered yes to these you should strongly consider working with the best team in the mortgage industry!

What does the program offer?

• 90 day PAID training with guaranteed commission for the first six months!

• SAFE Education training to prepare for the SAFE EXAM . . . company paid!

• You will be guided through in-depth product and program training!

• After you complete the 90 days of training you will join a sales team!

• Average income FIRST YEAR $65,000; Average income SECOND YEAR $100,000+

• Nationstar offers expansive career growth opportunities!

What we look for:

• Bachelor’s Degree required
• Experience in sales, customer service or service industry experience

• Involvement in extracurricular activities i.e. clubs, sports and other activities involving a team

• Competitive, can do attitude

• Energetic personality

• Great communication skills

• Skilled in MS Word, Excel and Power Point

Nationstar Mortgage offers a competitive benefits package including medical/dental/vision, term life insurance, paid vacation/holidays, and 401 (k) Savings Plan with company match.

Apply here: https://chj.tbe.taleo.net/chj05/ats/careers/requisition.jsp?org=NATIONSTAR&cws=1&rid=5348

Mortgage Banking/Loan Officer - Arlington, TX

Job ID

2016-98184

Site Name

TX-FORT WORTH-SUBLETT & COOPER

Category

MORTGAGE SALES

FLSA Status

NON-EXEMPT

Type

FULL TIME
More information about this job

Overview
At BBVA, we’re working to make banking better for everyone. That’s where you come in. We’re looking for smart, team-oriented people who want to be part of a world-class workforce that gives people the tools they need to meet their financial goals, all while delivering an outstanding client experience. Learn more below.

Responsibilities

The Opportunity Are you a motivated individual with a desire to help clients achieve home ownership? The Mortgage Banking Officer (MBO) role serves as a mortgage sales specialist. Potential and existing customers and branch employees rely on the expertise of our MBOs when dealing with home purchases, refinances and home equity loan lines. We encourage our MBOs to be creative in their strategic approach to serving the community, helping clients and growing relationships while attaining production and customer service goals. At BBVA Compass, we also have a passion for further developing our MBOs in their career and place a value on providing additional training and support to help them maximize their potential. The Role A successful candidate will possess the desire to serve their community by participating in civic and bank sponsored events. To become the best universal bank in the US, the MBO will need to possess a passion to grow relationships through established sources of business, such as Realtors, builders, contractors and internal business partners and help clients by providing superior service and expert advice for their mortgage banking needs. A successful MBO candidate has the ability to recognize other banking needs that their clients have and works closely with the branch teams to fulfill them. Finally, our MBOs are the mortgage sales leaders for both the communities and branches they serve and one who is active in the development of connections to expand the banks portfolio of mortgage clients. For more information about the role, please watch this short video: https://www.youtube.com/watch?v=1wQvHrQIqv4
Qualifications

Must meet credit history and criminal background requirements associated with Nationwide Mortgage Licensing System and Registry registration process, to include FBI fingerprint criminal history and review of credit report.

1. Bachelor's degree in Business, Finance or related field preferred but not required.
2. Current or recent experience in residential mortgage lending with successful mortgage sales production record.
3. Proven track record of meeting goals on an individual and regional level.
4. Must exhibit friendly, assertive and customer service oriented attitude.
5. Ability to demonstrate a comprehensive understanding of regulatory guidelines as it relates to mortgage loan production.
6. Ability to interact positively with peers, support personnel and management.
7. Demonstrated ability to identify needs and implement solutions in a changing environment.
8. Ability to solve complex issues.
9. Appropriate computer skills including working knowledge of Microsoft Office, Outlook and other systems.
10. Must have excellent verbal and written communication skills.


**Mortgage Support Positions including Technical & Training**

**Mortgage Lock Desk Coordinator** - 11/22/2016
GATEWAY MORTGAGE GROUP LLC [4 reviews] - Dallas, TX
Gateway Mortgage Group is currently recruiting for a **Lock Desk Coordinator**! Excellent tenure is a must, and some Mortgage servicing experience would be ideal. Looking for candidates who have excellent phone skills, are eager to learn, and knows what it means to provide top notch service to our Loan Originators. Excel database experience is crucial; degree preferred. Apply today!

**Mortgage Lock Desk Coordinator** JOB SUMMARY :

Responsible for processing lock change requests for company branches and correspondent institutions.

**Mortgage Lock Desk Coordinator ESSENTIAL FUNCTIONS (RESPONSIBILITIES):**

- Work with Loan Officers and Processors through the life cycle of the lock to validate and accurately price loans in accordance with the company’s secondary marketing policies and procedures.
- Publish opening rate sheets and adjust for intra-day market movement; prepare purchase advice spreadsheets and upload them to warehouse bank systems for loan settlements.
- Reconcile trades and allocation sheets with the hedging system and trade book to ensure accurate interest rate risk management reports.
- Upload loans to investor delivery software.
- Assist Loan Officers, Processors, and Correspondent Lenders with loan pricing scenarios.
- Perform related responsibilities as required or assigned.

**Mortgage Lock Desk Coordinator REQUIRED QUALIFICATIONS:**

**Knowledge/Skills/Abilities**
- Proficiency in the use of Microsoft Excel

**Equivalent Education/Experience**
- Bachelor's Degree in a related discipline.
- No experience required (Entry Level)

**Mortgage Lock Desk Coordinator SPECIAL JOB DIMENSIONS:**

Job requires working with highly sensitive information.

**Job Type:** Full-time

**Required education:** Bachelor's preferred

**Required experience:** mortgage servicing: 1 year

Appraisal Review Specialist – 11/22/2016

Parkside Lending • Irving, TX

Key Areas of Responsibility

- Review and analyze submitted appraisals accuracy, completeness, and compliance with Parkside and regulatory guidelines to minimize collateral risk factors
- Review, condition and sign off on appraisals while completing/assigning tasks in Parkside’s LOS
- Review third party reports/data to ensure value is supported, most relevant comps were used and adjustment levels are market driven
- Manage and prioritize pipeline of pending and active appraisal reviews, as well as appraisal conditions
- Maintain review productivity in line with the department’s benchmarks
- Maintain thorough and up-to-date knowledge of all Company and FNMA guidelines, products and systems, as well as USPAP and UAD that are pertinent to the loan review process
- Maintain thorough understanding of Fannie Mae’s appraisal guidelines as well as Parkside’s overlays
- Demonstrate leadership skills as a team player by providing superior customer service, being flexible and approachable
- Work closely with appraisal management company as well as underwriters to ensure guidelines and conditions are met and addressed in a timely manner
- Maintain communication with brokers/processors/account executives to ensure all questions are answered in a timely manner
- Ensure compliance with federal and state lending regulations
- Strong organizational, problem-solving, and analytical skills

Qualifications

- Ability to multi-task in a fast paced environment
- Quick learner with a willingness to acquire new skills
- Ability to work independently with little supervision
- Detail oriented and organized
- Extensive knowledge of the mortgage industry and conventional appraisal guidelines
- Good judgment with the ability to make timely and sound decisions
- Ability to effectively present information and respond to questions
- Effectively communicate with people at all levels and from various backgrounds
- College degree is preferred
- Minimum 5+ years of experience in appraisal review and possess a current license or state certification

Apply here:
http://jobs.jobvite.com/careers/parksideaging/job/oeOh3fw6?__jvst=Job%20Board&__jvsd=glassdoor

Investor Reporting Analyst – 8/16
Carrington Mortgage Services, LLC

Responsibilities:
The Investor Reporting Analyst will be responsible for generating various monthly accounting reports for assigned investors, ensuring accuracy and completeness of required reports and compliance with investor guidelines. Must perform all duties in accordance with all company guidelines and applicable federal, state, and local regulations.

- Forecast principal and interest advance for securitization on a monthly basis, using specified pooling and servicing agreement; ensure reports are prepared within the timeframes and other terms established in the servicing agreement.
- Create and distribute monthly loan level remittance reports to appropriate trustee, including the Loan Modification Report, REO Liquidation Gains and Losses, and Cease Advancing/Stop Advancing Report.
- Reconcile pool to security for schedule; schedule portfolios to maintain actual unpaid principal loan balance and to meet requirements of Regulation AB.
- Analyze remittance differences between investor reporting accounting reports and remittance reports to maintain cash in custodial account.
- Validate data coming from other departments and work with those departments to resolve any discrepancies.
- Maintain consistent attendance to ensure fulfillment of essential duties and responsibilities.
- Perform other duties and special projects as assigned.

Qualifications:
- High school diploma or equivalent required.
- Bachelor’s degree in related field (business, accounting, finance) preferred.
- Intermediate to advanced Excel skills required.
- One (1) to two (2) years of related experience required; residential mortgage banking experience, Freddie Mac and Ginny Mae experience preferred.

https://careers-carringtonmh.icims.com/jobs/3555/wholesale-loan-processor/login

Customer Experience and Sales Specialist

Capital One • Plano, TX

Posted 30+ days ago

- Description
- Company
Customer Experience and Sales Specialist

Customer Experience Specialist

The Company:

Imagine a day at a typical bank. Now throw that image away - and you've got Capital One. As a top-10 national bank with the heart of a Silicon Valley startup, Capital One is leading the charge to change the way people bank for the better. And, as one of the most-recognized brands in America, they're in the perfect position to do it. With over 65 million customers and nearly 900 bank branches, the company offers financial products from credit cards to auto loans to small business banking. Capital One employs over 45,000 associates in locations across the country.

Are you ready to join a company that is a global leader and one of the nation's top 10 largest banks? Are you passionate about serving customers and providing an incredible Customer Experience? Interested in learning new technologies? Do you thrive in a dynamic, fast paced environment?

Overall, we're excited about what we have here, which is a culture and environment that allows people to be great. By nurturing an innovative and collaborative culture where people with a variety of thoughts, ideas, and backgrounds come together, we've been able to build a great company and a great place to work. We are different from most companies. Our people are fun, passionate, confident, innovative change agents that are not afraid to take risks. This is your chance to work hard, have fun, and help us bring ingenuity, simplicity and humanity to banking.

Within our Contact Center, you will have the opportunity to positively impact our Customers by providing excellent customer service via inbound phone calls. At Capital One, we don't hire people for positions - we hire people to build evolving, fulfilling careers. This introductory role is the first step in a fulfilling work experience where the Associate can quickly learn new skills and advance to new roles within the team that layer in more responsibilities.

The Role:
Capital One is seeking a passionate Customer Experience and Sales Specialist that will market our simple, Customer-Focused and digital financial products to new and existing customers, based on their individual needs. If you have the drive to deliver a truly amazing customer experience in an ever evolving digital world, then this could be the role for you! Responsibilities include: striving to achieve personal and department goals, focusing on providing an amazing Customer experience, and selling our industry-leading financial products. Successful candidates will have excellent customer service, communication and interpersonal skills, be independent and self-motivated, and possess a strong competitive drive.

**Responsibilities:**

- Answer incoming calls and market our banking products to new and existing customers
- Meeting sales targets set by the department each month.
- Keep up to date with all product changes and features.
- Explain essential account setup procedures.
- Explain essential security questions.
- Uphold and explain key Customer guarantees.
- Efficiently and effectively adhere to all scheduled work activities.
- Provide regular feedback from our Customers.

**Our Contact Center is open Monday Saturday from 6:00am 10:00pm CST. Entry level positions require schedule flexibility, which includes evenings and Saturdays. Capital One offers a competitive benefits package including; medical coverage, 401K, tuition reimbursement and paid time off.**

**Basic Qualifications:**

- High School Diploma, GED or Equivalent Certification or Military Experience
- 1 year of customer service experience or sales experience

**Preferred Qualifications:**

- Associates Degree or Bachelor Degree
- 2+ years of customer service experience or sales experience
- Proficient in Microsoft Office

Apply here: https://www.capitalonecareers.com/

**Loan Modification Doc Specialist – 11/22/2016**

Apply now  Job ID R10402  Locations Plano, Texas

Plano 2 (31062), United States of America, Plano, Texas

At Capital One, we’re building a leading information-based technology company. Still founder-led by Chairman and Chief Executive Officer Richard Fairbank, Capital One is on a mission to help our customers succeed by bringing ingenuity, simplicity, and humanity to banking. We measure our efforts by the success our customers enjoy and the advocacy they exhibit. We are succeeding because they are succeeding.

Guided by our shared values, we thrive in an environment where collaboration and openness are valued. We believe that innovation is powered by perspective and that teamwork and respect for each other lead to superior results. We elevate each other and obsess about doing the right thing. Our associates serve with humility and a deep respect for their responsibility in helping our customers achieve their goals and realize their dreams. Together, we are on a quest to change banking for good.

Loan Modification Doc Specialist
This Team is responsible for accurately creating trial and final modifications. You will also verify agreements are executed correctly and notify our partner group for system updates on new terms.

Responsibilities

- Review and understand an original Deed of Trust
- Review and understand our modification decisioning tools
- Prepare evaluation notice and final modification documents based on the decisioning tool
- Be able to update Fannie Mae (HSSN) and Freddie Mac (WP2) with final modification details
- Review and understand when MERS is needed on modification documents
- Review and understand title search reports to determine our lien position
- Review documentation for accuracy and completeness
- Maintain a strong relationship with Ops Support and Special Loans to ensure timelines are met

Key Skills & Competencies

- Understand the modification process
- Work well in a Team environment
- Attention to Detail
- QA score of 95% or higher

Basic Qualifications

- High School Diploma, GED or equivalent certification, or Military experience

Preferred Qualifications

- 6 months experience in Loss Mitigation
- 1 year experience in title review
- Knowledge of original loan documents
- Knowledge of all loss mitigation options and waterfall processes for GSE loans, HFI loans, and FHA loans

Home Loans QA Manager

Apply now  Job ID  R14307  Date posted  11/15/2016  Locations  Plano, Texas

At Capital One, we’re building a leading information-based technology company. Still founder-led by Chairman and Chief Executive Officer Richard Fairbank, Capital
One is on a mission to help our customers succeed by bringing ingenuity, simplicity, and humanity to banking. We measure our efforts by the success our customers enjoy and the advocacy they exhibit. We are succeeding because they are succeeding.

Guided by our shared values, we thrive in an environment where collaboration and openness are valued. We believe that innovation is powered by perspective and that teamwork and respect for each other lead to superior results. We elevate each other and obsess about doing the right thing. Our associates serve with humility and a deep respect for their responsibility in helping our customers achieve their goals and realize their dreams. Together, we are on a quest to change banking for good.

Home Loans QA Manager

**Summary:**

The Servicing QA team is responsible for evaluating process performance against established policies and procedures to determine the level of adherence to regulatory, state law, and investor requirements.

Within the Capital One Home Loan Servicing Quality Assurance department, associates perform a number of different audits and validations. The processes covered include Back Office and Loss Mitigation functions across Loan Servicing, including internal agents as well as outsourced vendors.

The Quality Assurance Department Manager will lead the team and play a key partnership role with the Operations and Support teams across the Home Loan Servicing organization.

**Responsibilities:**

- Leading and owning oversight of process improvement work and collaborating with teammates/peers on larger initiatives
- Collecting data and information and using analytics and reporting to provide transparency to senior leadership and executives
- Timely and consistent communications to update the project management community on best practices, process changes, and upcoming events
- Ensuring high quality and delivery of process audit results
Developing and maintaining formal process documentation including procedures and process flow charts
Acting as a subject matter expert to effectively partner with project customers to achieve desired outcome or improvement by clarifying needs and providing appropriate solutions
Developing, educating and helping promote team members
Living and expanding Capital One values within the department
Partnering with Business Risk Office, Legal, Compliance, Privacy, Corporate Security, and others to align compliance activities with external and internal expectations
Partnering with all areas of the business to provide support in compliance and customer experience related areas

Basic Qualifications:

- High school diploma, GED, or military experience
- Proficient in Microsoft Office
- At least 3 years of Mortgage Servicing experience or at least 3 years of Home Equity experience
- At least 1 year of experience with Quality Assurance audits

Preferred Qualifications:

- Bachelor's Degree
- Lean certification, Agile certification, Six Sigma certification, SLQ2CQ (Business Process Management) certification, or Project Management certification
- 3 years of experience in Compliance or 3 years of experience in Risk Management
- 3 years of experience in Process Management

Mortgage Loan Processor - Tracking Code 353

Job Description

Summary Performs various processing duties in an efficient and timely manner; serves as point of contact for Loan Officer by performing the following duties.

Essential Duties and Responsibilities include the following.

- Reviews residential loan application file to verify that application data is complete and meets establishment standards, including type and amount of mortgage, borrower assets, liabilities, and length of employment.
- Orders credit report supplements, title work, hazard insurance, flood determination certificates and appraisal.
- Processes loans through desktop underwriting for submission.
- Conducts a thorough audit of files received from the Loan Officer and requests any additional information needed.
- Ensures all documents requested by underwriting are obtained.
- Verifies the accuracy of all information that is input into the loan origination system (LOS).
- Performs various clerical duties including typing, filing, faxing, scanning and photocopying.
- Cross trains on duties of Mortgage Loan Closer in order to act as effective backup in the absence of the Closer.
- Processes and audits files in a timely manner to ensure closing dates are kept on schedule.

Required Skills

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical and Design** - Synthesizes complex or diverse information; Collects and researches data; Demonstrates attention to detail.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.

**Interpersonal Skills/Customer Service** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Oral and Written Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.
Judgment and Motivation - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions; Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Quality and Quantity - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality; Completes work in timely manner; Works quickly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality and Dependability - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Job Location - Addison, Texas, United States - Position Type Full-Time/Regular

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Mortgage Internship Opportunities

Students / Internships

» Apply TODAY! At: http://www.drhorton.com/Careers/Student-Internship.aspx

Ready to build your future with D.R. Horton, Inc.? Search our open positions below. If you don’t find the position that is right for you, we welcome you to submit your resume and we will notify you if such a position becomes available.

D. R. Horton’s paid internship program gives you a chance to work alongside some of the most experienced professionals in the industry. Whether you are a new graduate, or still in college, we may have internship opportunities for you in the homebuilding and finance industries. You’ll be working hands on gaining valuable education and experience to make a smooth transition into the residential construction industry. D. R. Horton is committed to strengthening your skills and helping shape your future, both personally and professionally.

» Horton Leadership and Development Program

The mission of the D. R. Horton Internship Program is to provide leadership and hands on experience in the residential construction industry to students in preparation for acquiring entry level positions, following graduation. Through mentoring, students will be exposed to various areas of the residential homebuilding process with the expectation that at completion the student will be aware of the work ethic and expectations that are required within the industry.
Requirements for Internship Consideration

- Currently Pursuing an Undergraduate or Master’s Degree in a Related Field (Construction Science, Construction Engineering, Construction Management, Human Resource Management, Finance, Accounting)
- Sophomore, Junior or Senior Level Student Status
- U.S. Citizenship
- At Least 18 years of age
- Strong Analytical Skills
- Languages: English is Mandatory. Bilingual is a Plus
- Able to Interact with Different Levels of Management
- Effective Communication skills
- Autonomous and Pro-Active
- Experience not Required, but Preferred

Internship - Sales Management Trainee

OneMain • Tyler, TX

Posted 29 days ago
Apply on Company Website

Email Job Save Job

Job Snapshot

Full-Time

Other Great Industries

Sales
Job Description

Description

**Gain valuable experience with a leader in the field**

If you are seeking a paid internship that offers a wealth of experience in the world of personal finance and business, consider the *OneMain Internship* currently available at our local branch. Joining us as an *Intern - Sales Management Trainee*, you will receive training and guidance as you learn about the financial services industry. It's a great opportunity for college students who want to develop leadership, sales and communication skills in a friendly, fast-paced and highly supportive environment.

In this internship, you will learn every facet of direct consumer lending, including business development and sales, credit underwriting and client servicing. And through your understanding of our personal loan products, you will establish and build customer relationships as you assist consumers in making educated decisions that help them achieve their financial goals.

**The rewards your commitment deserves**

- This is a paid internship and we offer bonus incentives.
- We provide complete training and support
- Upon graduation, successful interns may continue their career as a Sales Management Trainee
- Additional opportunities are available for those demonstrating leadership skills and a willingness to relocate

**A growing company that offers real potential**

Since 1912, OneMain Financial has been helping people realize their financial goals and dreams. With branches nationwide, we are part of the communities in which we serve. Our branches are staffed with friendly, knowledgeable lending specialists who live and work right in your neighborhood. They understand your needs and are available to meet with you one-on-one to discuss your loan options.
Requirements

**The right qualifications for success**

Ideal candidates for a OneMain internship will have high energy and the drive to succeed, and will fit the following profile:

• Current college sophomore, junior or senior pursuing a business-related degree

• Available full-time during summer months and flexible hours during the school year

• Willing to work some evenings and weekends

• Strong interpersonal, communication and problem-solving skills

• Sales and leadership ability or experience

• Bilingual English/Spanish skills a plus

Apply on Company Website

Printable Format

Job Description

Job Description - ODP Summer Intern - Officer Development Program - Houston, TX (031747)

**Job Description**

ODP Summer Intern - Officer Development Program - Houston, TX

**Job Number:**

031747

Description
Summer Internship Program

Amegy Bank’s Summer Internship Program is designed to provide college students with an opportunity to gain knowledge, experience, and exposure in the banking industry.

Each intern is assigned to a line of business for the summer. The majority of the opportunities are in commercial lending areas. Duties include but are not limited to: conducting industry research, preparing client prospect lists, scheduling appointments with prospective clients, preparing marketing materials, and observing the process of spreading financial statements and underwriting loans.

The internship experience includes several networking events, professional development and training sessions, deal reviews and social events.

The combination of hands on work assignments and programmed training and events provides each intern with a well-rounded summer experience.

The Summer Internship Program is located in Houston, Texas at Amegy’s corporate office in the Galleria area. The Internship is a paid position. The bank does not provide housing for interns.

Qualifications

Amegy targets high-potential students who have a demonstrated work ethic and leadership skills through work experience, classroom experience and extracurricular activities.

Other qualifications include:

- Undergraduate Finance or other business major
- Must have completed junior year undergraduate work by May 2016
- Must be scheduled to graduate December 2016 or May 2017
- Minimum 3.0 cumulative GPA
- 6 hours of accounting is strongly preferred
- Strong communication and interpersonal skills
• Must be able to work between June 13, 2016 – August 12, 2016, 40 hours per week

Qualifications

• Hours: Monday – Friday 8:00 A.M. – 5:00 P.M., 40 hrs. /wk.
• Must be able to work flexible schedule
• Salary and job level commensurate with experience
• Employees regularly scheduled to work 20 hours or more per week are eligible for a full benefits package

Apply here:
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