

Mortgage Loan Processor

At Morris Bank, we believe in a common-sense approach to banking and practical financial solutions. Our decisions have been made locally since 1954. We have locations in Dublin, Gordon and Gray.

We are currently looking to fill the position of Mortgage Loan Processor in Dublin, Georgia. This position will process and close residential loans by assisting Mortgage Lender with documentation, customer service and administrative task to support Mortgage Loan Department.

- Reviews residential loan application file for accuracy.
- Coordinates with mortgage investor, real estate agent, borrower and closing agent to bring application full circle; closing the loan.
- Calls or writes credit bureau and employer to verify accuracy of information.
- Calls specified companies to obtain property abstract, survey, and appraisal, insurance and closing agents.
- Submits mortgage loan application file for underwriting approval.
- Administers approval and denial letters to applicants.
- Submits approved mortgage loan files for closing documents and settlement.
- Records data on status of loans, including number of new applications and loans approved, canceled, or denied.
- When necessary, must meet with customer and ask clear concise questions in order to complete standard mortgage loan application, and answer questions from applicant concerning the documentation and required disclosures necessary to complete the mortgage application process
- Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

- Associate's degree (A. A.) or equivalent from two-year College or Technical School; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Presents a professional image in dealing with customers, interdepartmental and external representatives.
- Excellent Customer Service Skills
- Excellent Interpersonal, Verbal and Written Communication skills
- Strong Organizational skills and Mathematical skills
- Ability to work under deadlines and ability to prioritize
- Must be a quick learner
- Strong attention to detail, good judgment and decision-making skills
- Ability to exercise personal and professional responsibility and work under minimum supervision
- Computer skills: Microsoft Word, Excel, Internet Software and Web-Based Applications

Please visit our website at www.morrisstate.com. Qualified or interested candidates can submit their resumes to salexander@morrisbank.net.