



Position Title: Mortgage Loan Processor
Location: 2060 Mt Paran Road, Atlanta, GA 30327
Compensation: Competitive base salary plus incentives
Status: Regular full-time position

Job Summary

The Mortgage Loan Processor is responsible for processing the bank's mortgage loans from the initiation of the loan to closing of the loan and assisting the Mortgage Loan Officer with the administrative responsibilities in providing mortgage lending services for the bank.

Job Requirements

1. Must have at least 5 years mortgage loan processing experience
2. Associate's degree in business preferred
3. A thorough understanding of loan processing standards and requirements
4. A thorough understanding of mortgage regulatory guidelines
5. Effective communication skills and service driven work ethic
6. Excellent time management and organizational skills
7. Basic computer skills required
8. Bi-lingual Spanish skills preferred

We offer a competitive compensation and benefit package including medical, dental, vision, basic and optional life insurance, short and long-term disability, paid time off, 401(k) plan and flexible spending accounts.

Only candidates meeting the minimum qualifications and requirements will be considered for available opportunities. Please send your resume to resumes@cornerstonebankga.com.

Employees are required to present proof of identity and eligibility to work in the United States. Cornerstone Bank participates in E-Verify.

Cornerstone Bank is an Equal Opportunity Employer.