



## **Who We Are**

At Northern Mortgage, we specialize in home loans you can trust, and our team provides a VIP personal approach to help make a house your home. Our team works in a fun atmosphere while remaining committed to providing top notch service to our clients. We share in the philosophy of being compliant, being honest, having integrity, being professional and making a profit in order to build a trusted financial resource for the communities that we serve.

## **The Opportunity**

We're looking for an experienced Mortgage Loan Processor to join our team. If you are an extremely well organized, collaborative, and proactive professional with a desire to learn and grow, then this is job is for you.

## **What you'll do**

- Key role in timely and accurate processing of customer mortgage loan files.
- Order, obtain, and package all necessary documents such as title work, appraisals, tax transcripts, insurance policies, legal claim documents, and income/asset/credit documentation.
- Interview applicants about their credit and financial history and request documents such as bank statements, pay stubs, and lists of assets.
- Once all applicants' documents are received the mortgage loan processors must review for completeness and compliance with company guidelines. Any inconsistent or missing information must be verified by contacting employers or third parties for confirmation and you would then guide the applicant through revisions.
- Input the applicant's data into a computer system for record keeping and processing

## **What you bring to the team**

- High School Diploma or equivalent. Associates or Bachelor's Degree preferred.
- 2+ years mortgage loan processing experience
- Experience auditing credit, income, tax returns, etc.
- Ability to interact effectively with individuals at all organizational levels, including executives and senior management.
- Organized, detailed, and ability to juggle multiple pressing priorities.
- Ability to work under pressure and identify, prioritize and resolve issues quickly and independently
- Intermediate to advanced software skills with Microsoft Office and Teams, including Word, Excel, and PowerPoint, Adobe Acrobat Pro, and DocuSign
- Experience with Encompass is highly desired

## **Why Northern**

Northern Mortgage offers a friendly, family-like environment that values the communities in which we live and work. We recognize our employees with many benefits and ongoing professional development and advancement opportunities. We're always looking for dependable professionals of all experience to help us continue our stable growth and ongoing success.



**Featured Benefits**

- 401(k) with match
- Dental Insurance
- Employee Assistance Program
- Flexible schedule
- Health Insurance
- Paid time off
- Vision Insurance

**Job Type**

Full-time, M-F 8:30 to 5:30