

NOW HIRING

BCBank, Inc. is Seeking a Mortgage Lender

Service Area: North Central West Virginia

Job Purpose: Increases mortgage loan portfolio by developing business contacts; attracting mortgage customers; completing mortgage loan processing and closing. Work with secondary market loans processing.

Experience Requirement: Minimum of five years mortgage lending experience

Duties:

- Verify loan documents including income credit appraisal and title insurance ultimately preparing application for submittal to underwriting
- Accomplishes mortgage loan objectives by adhering to policies and procedures
- Meets mortgage loan operational standards by contributing mortgage loan information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying mortgage loan system improvements
- Meets mortgage loan financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions
- Attracts new mortgage loan applications by developing relationships within the community, specifically with the real estate community; making sales calls to prospective customers
- Approves mortgage loans by examining application and supporting documentation; estimating credit-worthiness; calculating repayment risk
- Completes mortgage loans by monitoring collection, verification, and preparation of mortgage loan documentation; scheduling and completing mortgage loan closing
- Protects bank's image by keeping mortgage loan information confidential
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Accomplishes bank mission by completing related results as needed
- Participates in continuing education opportunities as deemed necessary by management

Skills/Qualifications:

- Financial Skills, Financial Software, Customer Service, Thoroughness, Confidentiality, Analyzing Information, Decision Making, Verbal Communication, Professionalism, Quality Focus, Ability to interact or coordinate a group meeting, Basic training in Microsoft Office or similar program

Compensation:

- Salary and commission, along with benefit package

Send Resume and Contact Information to: cshelton@bcbankinc.com

BCBank, Inc.
P.O. Box 370
Philippi, WV 26416
PH: (304) 457-3300