

Local community bank is seeking candidates for the position of Consumer Mortgage Loan Processor.

Job Duties:

Process residential mortgage loans. Liaison between loan officer, borrower, and funding. Prepare and review loan file to ensure completeness of submission and supporting documents, as well as compliance with underwriting. Monitor overall loan processing cycle time to ensure the loan closes on time. Communicate and coordinate the resolution of issues that delay loan closing timeline.

Qualifications:

- High school diploma or equivalent required; college courses/technical training related to Business, Finance/Accounting, Legal, or related field is preferred.
- Total recent work experience includes two or more years' experience as a Loan Processor processing conventional loans.
- Ability to build strong relationships with loan officers and external partners.
- Detailed knowledge of overall mortgage lending internal processes and control, as well as federal, state, and regulatory requirements/guidelines related to consumer mortgage lending for conventional loans.
- Detailed knowledge of valid documentation related to processing consumer mortgage applications (e.g., tax returns, financial statements and records, verification of income and deposits, etc.).
- Ability to prioritize multiple tasks in a deadline-driven environment, strong sense of urgency and responsiveness.
- Excellent customer service
- Strong verbal and written communication skills.

Salary will be commensurate with experience. Send resume and salary requirements to Human Resource Department, P O Box 308 Hurricane, WV 25526 Or [ajones@putcobk.com](mailto:ajones@putcobk.com) An EOE/AA Employer.