

West Virginia Housing Development Fund

Multifamily Lending Officer

Full-time | Charleston, WV

Description

This employee is responsible for receiving and directing all department information calls and providing information and guidance on all programs to interested borrowers and Third Party Originators. They will assist with processing and closing loans which may be assigned to the West Virginia Housing Development Fund (the "Fund") by banks, credit unions, mortgage companies, or non-profit housing agencies. This includes loans to purchase or refinance existing obligations, purchases, government loans, and Third Party Origination lending.

This employee maintains primary responsibility for the origination, processing and closing set up for all OSLP (On Site Septic Loan Program) loans and working directly with the Department of Environmental Protection and local Health Department Officials to promote and market the program. This employee will have access to sensitive and confidential data; therefore, confidentiality must be maintained at all times.

Submit resumes to:

Michelle Miller Friend, Senior Manager – HR

mfriender@wvhdf.com