



Mortgage Loan Processor

We are looking to hire a full time Mortgage Loan Processor for our Morris branch. The Loan Processor will help manage the client relationship and support the Loan Officer from origination to closing.

Essential Duties & Responsibilities

- Receive and complete setup of incoming loan applications. Validate appropriate documentation as required
- Ensure all documentation is complete and accurate. Coordinate funding. Clear any outstanding closing items. Schedule closings
- Have knowledge of underwriting guidelines according to the secondary market sources (FNAM/FHLMC, FHA products)
- Meet established productivity levels and turnaround times as set by Mortgage Loan Officer
- Answer client questions regarding the loan process
- Provide general administrative support such as copying, printing, faxing, scanning and filing

Skill & Experience Requirements

- Strong communication (written and verbal) skills
- Detail oriented and well organized
- Ability to work independently as well as part of a team
- Ability to handle multiple priorities and produce results
- Ability to maintain strict confidentiality
- Ability to handle frequent changes
- Self-motivated/takes initiative
- Bilingual skills a plus
- Proficient in Microsoft Office Suite (Word, Excel)
- Three Years of mortgage processing experience or three years of closing experience recommend
- Overtime and flexible hours may be required
- High school diploma or equivalent is required

Grundy Bank offers health insurance, life/disability insurance, 401k and more.

Equal Opportunity Employer Disability/Veteran reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Grundy Bank is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.