



# Sample Loan Originator Assistant Job Posting



**The Defining Difference**  
BY CINDY ERTMAN

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# Sample Loan Originator Assistant Job Posting

## Loan Officer Assistant Ad Copy

***(please confirm compliance requirements with your specific company before placing)***

Successful and growing mortgage company located in Manhattan Beach, CA is seeking a high performance Loan Officer Assistant to support one of the nation's top producing mortgage team. This position offers a unique opportunity to support and grow a winning team committed to help people achieve their dream of home ownership. We are seeking a highly organized, detail-oriented team player who's reliable, accountable, a self-starter who works well under pressure, and a quick study. This candidate will be an experienced mortgage industry professional, with current knowledge of mortgage products, programs, LOS systems, required documentation and understand the flow of a mortgage loan file.

We believe the Loan Transaction Coordinator role is an integral part of our success and has a significant influence on the quality of a client's experience during the loan process. This is a full time position with benefits. **\*\*Experience in similar position required and must be currently or recently in the mortgage industry.\*\***

### Requirements:

- Minimum of 3 to 5 years of residential lending experience is required
- Mortgage banking experience a plus
- Excellent written and oral communication skills a must\*\*
- Experience managing a large pipeline
- Proficient with Encompass, AUS, DU, LP, Microsoft Office
- Able to manage the loans from contract to close
- Able to manage deadlines efficiently
- Loan approval conditions- complete conditions and submit to processing
- Ability to handle sensitive and confidential information and exercise discretion
- Strong Analytical, problem assessment/solving and decision making skills
- Excellent comprehension, listening, written and verbal communication skills
- Able to work well in a high volume/high pressure environment and close a high volume of loans on a monthly basis
- Must have a 'can do-will do' attitude and team spirit
- Quality orientation with extreme attention to detail, accuracy and excellent proofreading skills
- Able to manage time effectively, prioritize and multi-task
- Excellent tenure in previous positions

### Responsibilities:

- Coordinate mortgage loan applications start to finish, i.e. file opening, input, and credit history, submission, retrieve loan conditions, and communicate with borrowers, Realtors and prospects.
- Stack and organize files in the proper submission order.
- Review and validate every file, looking for errors and inconsistencies.
- Maintain regular dialogue with loan officer and processors throughout the loan process.
- Proficient in Conventional, government and Jumbo loans.
- Answering and screening incoming calls and tracking leads.
- Follow daily systems and check lists.
- Retrieve all PTD's conditions from third party vendors.
- Order appraisals, escrow, and title reports.

**\*\*PLEASE DO NOT APPLY IF YOU DO NOT MEET THE ABOVE CRITERIA\*\***