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# Example of Loan Consultant Job Description

Our company is growing rapidly and is hiring for a loan consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for loan consultant

* Develop and deliver new hire and continued education training programs to consumer lenders, commercial lenders, loan assistants, operations/documentation, and other loan-support workgroups
* Serve as a coach and mentor to employees for career and professional development
* Required to maintain a current Residential Mortgage Loan Originator state license
* Employee will abide by goals set by company in regards to Capture and Customer Satisfaction
* Employee must assure accuracy in all areas of compliance
* Responsible to review HUD-1 Closing Statement
* Company will monitor goals set forth no less than quarterly and employee agrees to abide by these goals
* You are willing to perform other duties as assigned
* This position is considered a non-exempt position for purposes of wage-hour law, which means that you will be required to keep a time record and will be eligible for overtime pay
* Ability to receive engaged customers and complete the sales cycle with a customer who is in the final stage of the selling process

## Qualifications for loan consultant

* Effectively communicate both verbally and in writing, to individuals at all levels of the organization, who have varying skill sets and technical abilities
* Experience in process improvement and/or project management
* Working knowledge of Microsoft Access, Visio and other desktop and web report generation applications
* 1+ years of successful sales or customer service experience, mortgage experience preferred
* Licensing (State or National) Required at Hire, or must be able to obtain required licensing
* Proven success with working independently in a fast-paced environment exhibiting strong interpersonal, oral and written communication skills