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# Example of Loan Consultant Job Description

Our company is hiring for a loan consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for loan consultant

* Successfully communicate & collaborate with fellow Loan Consultants assigned to your team who assist in loan origination
* Ensure each customer receives the treatment and an experience that exudes Clearlane's core values
* Assist in coaching Loan Consultants within your immediate team and be a part of their development process
* Executes against published Pulte process model with regard to communication standards, cycle times, partnering with Pulte Homes and other departments
* Take incoming and outgoing phone calls while ensuring regulatory compliance and maintain a high standard of influence and persuasion to get a client through to the closing process
* Use a variety of outreach methods to communicate with clients such as phone (inbound and outbound calls), emails, text and chat
* Assist with addressing operational questions and concerns
* Proactively reach out to clients and client prospects who are looking to obtain a personal loan and guide them through the loan review process
* Spends a minimum of 50% of working hours outside the office to conduct sales calls to create, develop and maintain referral relationships with real estate professionals, builders, and consumers
* Analyzes potential marketing opportunities to develop future business opportunities

## Qualifications for loan consultant

* The ability to travel a up to 50% of the time, this may include weekend and holidays
* Highly motivated to execute on deliverables on time
* Subject Matter Expertise in
* Bachelors Degree in Computer Science or related technical field experience OR a High School diploma and at least 5 years of professional work experience
* Experience with fixed income analysis and portfolio management
* Strong computer skills preferred, including Microsoft Office suite