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# Example of Loan Consultant Job Description

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

## Responsibilities for loan consultant

* Engages in managing the loan pipeline with all team members to meet company efficiency standards
* Meets with borrowers to determine best loan program for individual needs after analyzing income, assets, credit, and property
* Collects all required documentation from borrowers and converts to paperless documents
* Prepares and submits loan submission sheets to set up
* Reads and understands rate sheets, product codes, and loan level price adjustments in order to calculate rates and fees
* Negotiates and confirms rates, fees, and locks terms with customers
* Locks loans in the system with agreed upon terms and manages locked pipelines through the funding
* Communicates regularly with borrowers to meet desired expectations
* Maintains minimum productivity goals
* Complies with organizational standards, polices, and procedures

## Qualifications for loan consultant

* Minimum required High School degree equivalent
* Able to work in fast-paced sales environment
* Must secure and maintain national and state licensing up to 8 states
* Solution-focused, detail-oriented approach
* Performs the position safely, without endangering the health or safety of themselves or others and will be expected to report potentially unsafe conditions
* Demonstrates knowledge of, adherence to, monitoring and responsibility for compliance with state and federal regulations and laws as they pertain to this position