Downloaded from <https://www.velvetjobs.com/job-descriptions/loan-consultant>

# Example of Loan Consultant Job Description

Our growing company is looking to fill the role of loan consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for loan consultant

* Conduct pre-qualification of all applicants based on the established credit criteria
* Originate loans based on company policies, procedures, and HUD / FNMA / FHLMC / VA guidelines while meeting both qualitative and quantitative metrics
* Increase the Mortgage Capture success rate at throughout the respective builder divisions
* Use Finance as a sales tool to highlight value and utilize builder incentives to tailor contributions in the best interest of the customer
* Assist customers in the education and selection of loan products and work with them to secure loan approval
* Provide exceptional customer service to all borrowers by building rapport, maintaining extensive product knowledge and providing regular updates throughout the loan approval and home buying journey
* Work with Processing and Underwriting teams on loan restructures and approval solutions
* Negotiate and secure rate lock and initiate any price exception requests with management as needed
* Prepare and distribute all Federal and State initial disclosures for all product selected
* Maintain strong business relationships with division employees throughout the organization

## Qualifications for loan consultant

* Demonstrates a commitment to the Company Culture
* Meet established productivity and task management standards or seeks assistance
* One (1) + years of experience in the financial services industry
* Strong customer service and team ethics with a genuine interest in vehicle, business and asset finance
* Credit or sales experience is an advantage
* Analytical ability to confidently interpret historical and projected financial statements