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# Example of Loan Funder Job Description

Our innovative and growing company is looking for a loan funder. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for loan funder

* Re-verify all data provided applying internal Quality Control procedures
* Maintain and cultivate an effective client centric relationship with Internal (loan production and loan operations staff, other departments, branches, ) and external (clients, realtors, ) clients
* Works closely with title and escrow companies in the preparation and closing of the loan transaction
* Trailing Document Tracking and review
* Shipping of Loans to Investors
* Distributes loan proceeds in accordance with documentation
* Verifies/Approves closing documents and distributes loan proceeds
* Completes wire transactions
* This position is incentive eligible
* Assists with Post Closing deficiencies involving Closer or Funder as a training opportunity

## Qualifications for loan funder

* Have a minimum of three-year experience in Real Estate funding
* Three year closing experience
* Or underwriting associates, ensuring files remain in compliance
* May assist with coaching, mentoring, or training others
* Others and teach coursework as subject matter expert
* Must know legal requirements including title deeds