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# Example of Loan Originator Job Description

Our company is looking for a loan originator. 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 originator

* Establishes, develops and maintains client referral relationships with Realtors, Attorneys, Builders, Developers, General Contractors, in order to develop new business and/or retain existing business
* Keeps informed of DLS's internal underwriting, processing, due diligence, and closing requirements those of external lenders
* Responsible for the overall customer interaction and interface with all parties involved on each individual loan that is originated from application to closing including prequalifying potential borrowers
* Minimum three years of experience originating loans required
* Previous Capital Markets and Multifamily real estate experience preferred
* Bachelor’s degree from a prestigious University

## Qualifications for loan originator

* Ability to work in a highly paced and dynamic environment preferred
* Knowledge of CMBS lending criteria (general knowledge of rating agency and overall market requirements), floating rate lending structures, ability to analyze cash flows and real estate business plans
* Finance, business, or project coordination experience is preferred
* BA/BS degree in finance, economics, real estate, or related discipline preferred
* Knowledge of Argus Software, Bloomberg, Reis, and CoStar a plus
* Self-motivated worker with the ability and flexibility to work in a dynamic, team setting independently