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# Example of Loan Originator Job Description

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

## Responsibilities for loan originator

* Must hold State NMLS or obtain applicable State license within 90 days of employment
* Facilitate needs based selling of mortgage and consumer lending products via telephone and internet
* Originate and manage large quantities of loans utilizing a variety of lead sources
* Cross sell other bank products and services as appropriate to meet customer needs while producing superior service to existing customers prospects
* Meet or exceed sales, service quality, and productivity goals on both an inbound and outbound basis
* Handle inquiries from customers and prospects on mortgage consumer loans by phone and internet

## Qualifications for loan originator

* Ability to obtain NMLS License and meet specific state required training requirements
* Must be able to express or exchange ideas by means of the spoken word and convey detailed or important spoken instructions to other workers accurately
* Must be able to perceive the nature of sounds at normal speaking levels with or without correction
* Must be able to receive detailed information through oral communication and to make discriminations through sound
* Must be able to perform substantial repetitive motions of the wrists, hands and or fingers
* Must be able to perform sedentary work occasionally exerting up to 10 pounds of force and to frequently lift, carry, push, pull or otherwise move objects