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# Example of Loss Mitigation Job Description

Our growing company is looking for a loss mitigation. 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 loss mitigation

* Coordinates internal tasks such as escrow, title search, trustee approval, and collection of fees to ensure the customer’s request is processed with in timeframe set forth by management
* Determining appropriate amount due to customers for default related fees, reimbursements and incentives
* Manage projects independently and as a part of the team
* Identify and resolve operational issues with business areas and technical personnel
* Responsible for interpreting reports, monitoring/assessing trends, and identifying process gaps
* Restructure loans when counterparties do not meet the original conditions of the loan and asset recovery
* Respond professionally and timely to customer inquiries through verbal and/or written communications
* Assist in analyzing data and point out trends that can be used to train servicers and/or business partners and internal staff on possible gaps in existing processes
* Attend meetings and assist on assigned projects and collaborate as needed with colleagues
* May work with legal and other organizations to assist in managing foreclosures, short sales, home retention and other problem or non-performing loans

## Qualifications for loss mitigation

* 1 year mortgage processing/underwriting or loss mitigation experience is required
* Must be self motivated and a strong decision maker
* Must possess excellent customer service, organizational, and communication skills
* Candidate must be flexible and able to excel in an ever-changing environment
* Employees are required to successfully complete annual mandatory training requirements and department specific training, as defined by management
* Experience working with systems such as Fastrieve, I-desk, Back in the Black and Fidelity (MSP) preferred