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# Example of Loss Mitigation Job Description

Our innovative and growing company is looking to fill the role of loss mitigation. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for loss mitigation

* Supervises daily operation of the Loss Mitigation department, ensuring compliance with departmental policies and procedures and all applicable government, investor and client regulations
* Responsible for reporting, interpreting reports, monitoring/assessing trends, and identifying process gaps
* Prepare mailing labels for overnight packages
* Upon receipt of executed documents, validate all signatures have been completed, dated, and notarized and are submitted to Management for final signatures and notarization
* Ensure Foreclosure close and bill task is opened
* Ensure Escrow change task is opened
* Process payment reversals to ensure modification system changes are processed accurately as needed
* Allocate borrower contribution when required
* Follow up on status of documents sent to recording
* Send partial claims to FHA vendor and track to ensure FHA vendor’s receipt of recorded partial claims documents

## Qualifications for loss mitigation

* Knowledge of original loan documents
* Knowledge of all loss mitigation options and waterfall processes for GSE loans, HFI loans, and FHA loans
* Working knowledge of HSSN, WPII, VALERI and Process Management preferred but not required
* Must be self-motivated, proactive, and have excellent organization and planning skills
* Bachelor’s Degree and/or 5 + years related experience preferred
* Ability to influence others while being a team player