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# Example of Manager Mortgage Job Description

Our growing company is hiring for a manager mortgage. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager mortgage

* Advise the Correspondent Lending Department processors, underwriters or loan committee members of information that may assist in making accurate underwriting decisions
* Verify that all loans are closed on time and in accordance with state and federal requirements
* Assess and evaluate closer scorecard for efficiency gains
* Coach closing team regularly regarding their job performance and complete annual performance reviews by due date
* Lead, guide, mentor and train entire closing department
* Recruit and build a business development team focused on community outreach to expand the Bank’s customer base, footprint and lending volume
* Work with senior management to execute strategies for increasing both production and presence within existing lending territories
* Work closely with key internal partners that can enhance our brand and provide growth opportunities within the Bank’s segments by ensuring we have the tools products, opportunities and resources to successfully execute business strategies
* Track all sales development efforts such as realtor activities, first time homebuyer seminars, road shows and/or realtor office visits and open houses as examples
* Work with Bank recruiters and management to provide direction in strategic placement of mortgage professionals

## Qualifications for manager mortgage

* Minimum 2 years wholesale lending and/or mini-correspondent account executive experience
* Presently active in sales account management
* A background in Retail lending
* General knowledge of Mortgage products and processes is required
* Direct experience working as a project manager for a financial institution or mortgage bank is highly preferred but not required
* Highly motivated, team player, self starter and able to work independently are essential