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# Example of Mortgage Assistant Job Description

Our company is growing rapidly and is looking to fill the role of mortgage assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mortgage assistant

* Ensure that Client Service standards are followed
* Ensure that communication to clients is clear and consistent
* Meet with Senior Manager, Self-Directed to ensure that objectives are being met
* Act as resource and reference person for other areas
* Challenge all tasks related to the position in efforts to improve streamline, automate and possible eliminate
* Ensure all work is posted and completed within CWT policies and procedures
* Supervise and cross train area staff
* Complete annual performance reviews
* Act as first point of contact for the Mortgage Administration team
* Responsible for working closely with area staff through daily communication/regular staff meetings

## Qualifications for mortgage assistant

* Must have previous sales and customer service experience
* Must have the ability to travel to different Bank and Customer locations to perform loan closings
* Must be registered or be able to register with the Nationwide Mortgage Licensing System (NMLS)
* Previous experience in residential mortgage originations is preferred
* Must have the ability to resolve problems quickly and independently
* Experience with Point software preferred