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# Example of Mortgage Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of mortgage assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for mortgage assistant

* Very strong administrative and organizational skills with the ability to prioritize and meet deadlines
* Client focused with strong customer service experience
* Strong knowledge of Mortgage Documentation
* Completes various reports, review reports to verify integrity of information provided on reports
* Organizes, prepares and remits documentation for imaging
* Delivering WOW service as the first point of contact for the branch, greeting visitors and handling inbound calls in a professional, friendly manner
* Making guests feel welcome in the office and informing Loan Officer or Loan Partners of the arrival of their appointments
* Assist with maintaining the office, ordering supplies, stocking the kitchen area, keeping the office and areas neat and tidy
* Assisting Loan Officers and Loan Partners with the loan files by ordering appraisals, VOEs, tax transcripts, as needed for loan files
* Follow up on ordered items as needed and communicating status or concerns to Loan Officer or Loan Partners

## Qualifications for mortgage assistant

* Must be organized to keep track of inventory
* At least 4 years of experience in fast paced Administrative Assistant position, preferably within a large corporate environment
* Ability to manage multiple tasks/projects and meet deadlines
* Experience with entering information into Web enabled software
* Maintain thorough documentation of investigations performed
* Prior mortgage product experience is a plus