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# Example of Mortgage Banking Job Description

Our innovative and growing company is searching for experienced candidates for the position of mortgage banking. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for mortgage banking

* Continuously monitor, analyze, and maximize productivity and accuracy through streamlining, redesigning, and managing the implementation of redesigned processes
* Oversees the leading, planning, organizing and directing of a team of 8-12 CA Specialists
* Provides guidance and develops CA Specialist skills through a combination of day-to-day management, delegation, one-to-one coaching, counseling, and performance management
* Recommends staffing levels and personnel actions such as hiring, terminations, promotions, transfers, disciplinary and salary actions
* Build and manage function to monitor and oversee counterparties servicing performance
* Drive counterparty assessment programs and initiatives
* Support mortgage banking leaders
* Perform business and financial research to align servicer capabilities with strategic opportunities to sell MSR’s or optimize transfers and servicer capacity
* Demonstrates high proficiency in the review of loan underwriting and modifications documentation to ensure compliance with investor requirements
* Highly developed verbal and written communication skills excellent teamwork with internal employees and external customers/business partners

## Qualifications for mortgage banking

* 1 – 3 years testing experience Preferred
* Quality Center (QC) or Application Lifecycle Management (ALM) experience preferred
* Bachelor's degree in business, operations, IT or related area strongly preferred
* Proven MS Word, Project, PowerPoint, and Excel required
* Exceptional technical and numerical skills required
* Ability to work with minimal direction and make solid fact-based judgment decisions in difficult situations all while ensuring solid operational controls are maintained