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# Example of Mortgage Consultant Job Description

Our company is looking for a mortgage consultant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for mortgage consultant

* Interview applicants to develop information concerning their needs, desires and earnings to assist in determining whether the loan will be an acceptable risk
* Comply with all federal and state laws, internal policies and procedures
* Be tasked with multiple responsibilities that include inbound /outbound queue management, team leadership duties, handling and assisting fellow team members with ultra-high net worth loans
* Form deep working relationships with Financial Advisors and Private Bankers in the field
* Assist in providing expert advice and problem solving skills to help meet client mortgage needs
* During client conversation, will speak to how title, vesting, trust and holdings impact the loan solutions and options
* Assist in the design, development of systems and procedures including testing, training and recruitment efforts
* Research and complete impact assessment upon receipt of legal, regulatory and agency changes to identify operational applicability and key stakeholders
* Partners with peer analysts, Mortgage Servicing Business Lines, Legal and Risk to appropriately assess and document operational impact or confirm operational compliance with regulatory changes
* Works in partnership with peers to initiate analysis on regulatory changes that impact Mortgage Servicing

## Qualifications for mortgage consultant

* Experience in serving the credit needs of low-to-moderate income and minority individuals preferred
* Be fully CeMAP qualified
* CeMap Qualified
* Minimum 2 years as a mortgage broker
* Will be required to register with the federal Nationwide Mortgage Licensing System and Registry (NMLSR) as required by S.A.F.E
* Required to have an existing license through the Nationwide Mortgage Licensing System (NMLS)