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# Example of Mortgage Consultant Job Description

Our company is looking to fill the role of mortgage consultant. 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 consultant

* 25% - Complete and submit complete, high-quality comprehensive loan packages to centralized processing center and manage pipeline
* 10% - Ensure compliance with all bank and regulatory compliance requirements and guidelines including Fair Lending and Community Reinvestment Act objectives
* 5% - Meetings, training and other duties as assigned
* 25% Pull credit report and review for program guidelines
* 20% Contact borrowers for missing documentation or other information needed for underwriting
* Helping the process from mortgage application to house purchase by liaising with the Mortgage Advisor and progressing any outstanding work in the process
* Updates from mortgage lenders
* Administration work on application packs and updating advisers on any progress
* Coordinates and executes testing for multiple, major applications
* Complete gap assessments timely, including comparing new requirements to current processes and identifying needed changes

## Qualifications for mortgage consultant

* High School or GED and a minimum of two years of related mortgage loan origination experience or equivalent combination of education and experience
* Have relevant experience in mortgage advice
* Bi-lingual in Mandarin, Cantonese or Chinese is strongly preferred
* Bi-lingual skills in English and Mandarin/Cantonese strongly preferred
* Team player with willingness to assist and help other team members
* Considerable knowledge of applicable investor guidelines, laws, regulations, financial services, and regulatory trends that impact the mortgage default line of business