Downloaded from <https://www.velvetjobs.com/job-descriptions/mortgage-consultant>

# Example of Mortgage Consultant Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Establishes relationships and interacts directly with department leadership/managers
* Escalates high-impact and high-risk initiatives to appropriate parties
* Ensures appropriate support groups are engaged, as applicable, and coordinates various groups’ activities to ensure effective implementation
* Submits requests for corporate approvals, as appropriate
* Work with Mortgage Consultants to learn and potentially develop sales from independent sources and through designated branches, realtors, and builders
* Train to interview applicants in discussing their mortgage requirements and obtain credit history and income information (applications are completed by hand and then data entry task is performed)
* Ownership and development of the senior client relationships across the mortgage financial services industry, mortgage advisors/broker partners and also key mortgage aggregation sites like Price Comparison or online advisors
* Manage a portfolio of lender relationships to be part of our mortgage panel
* Deliver against the mortgage vertical revenue targets by supporting the commercial team to produce proposals, major bids responses, request for pricing and developing a new business pipeline
* Shape the commercial model for various implementations of HD’s mortgage technology

## Qualifications for mortgage consultant

* Strong business acumen and credibility to help business line(s) proactively identify and address changing needs
* Independent with the ability to research, move projects forward, and challenge issues of concern
* Comfortable with proactively building relationships with Business Line leaders and partners
* Strong analytical problem solver who feels comfortable using his/her judgment and helping others exercise appropriate judgment
* Organized with high follow-through on projects and tasks
* Must have a solid understanding of appraisals, title reports and product guidelines