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# Example of Mortgage Operations Job Description

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

## Responsibilities for mortgage operations

* Combine an understanding of Documentation and Training best practices with Business processes to provide solutions that will maximize benefit with minimal impact
* Develop comprehensive training materials for the Mortgage Operations area
* Deliver training relevant to the audience and type of training
* Maintain and update the training materials to ensure on-going relevancy
* Catalog all training materials so that they are easily accessible and available
* Lead the roll out of new initiatives
* Find opportunities for efficiencies and improvements
* Facilitate interviews and review candidate feedback
* Review existing workflow and systems to reduce duplication of effort and inefficiencies by ensuring workflows compliment and support the overall goals of the sales team those of mortgage operations
* Monitor and responsible for ensuring various metrics are met or exceeded

## Qualifications for mortgage operations

* Knowledge Undergraduate degree or equivalent work experience as a first mortgage underwriter, 10+ years of previous first mortgage underwriting experience Minimum of 10 years in underwriting first mortgage transactions
* Five years work experience preferred (or specialized education plus a minimum of two years experience, including supervisory work)
* Undergraduate degree and a minimum of 7 years of relevant experience writing, developing and delivering training in either an adult education environment or within a corporate training environment
* Working knowledge and experience with Six Sigma methodology and Process Mapping
* Working knowledge of commercial mortgages with an emphasis on mortgage terms, interest calculation methods, payment application and amortizations would be an asset
* Ability to assume a hands-on approach and operate within a fast paced, complex environment under tight deadlines