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# Example of Mortgage Operations Job Description

Our innovative and growing company is hiring for a mortgage operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mortgage operations

* Management of the FHLB loan pledging including staying current with the FHLB guidance
* Management of qualified SFR written requests, credit bureau disputes and corrections
* Evaluate business processes and make necessary changes to daily procedures
* Implement employee scorecards key performance indicators
* Perform all required review and documentation for the ongoing monitoring of Mortgage and Consumer servicer to be compliant with the Vendor Management program including on site visits
* Oversee the Compliance Self-Assessment for areas of responsibility
* Ongoing updates to internal procedures manuals for Mortgage Operations
* Provide updates and training to staff on new and upcoming regulation changes and process improvements including documented procedures
* Perform all other managerial or project duties as assigned my management
* Fills in on any team as requested by leadership

## Qualifications for mortgage operations

* Minimum 5 years in a compliance, audit and/or process design role within the mortgage business
* Firm understanding of current residential mortgage origination requirements
* Ability to learn and utilize other industry specific software
* Ability to make decisions within set policy and procedures
* Training program development and presentation delivery experience (3-5 years) ? Ability to work independently and manage multiple projects simultaneously ? Strong written and verbal communication skills
* Mortgage originations experience or prior training and facilitation experience preferred