



# Example of Loan Originator Job Description

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Our company is searching for experienced candidates for the position of loan originator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for loan originator

- Coordinate closing details with client – final payment, rate, cash to close
  - Source and screen potential loans for the platform, utilizing a sound understanding of Bayview's lending programs and standards to determine if loan opportunities fit one of the lending programs
  - Prioritize assignment to deliver expected work-product on a timely basis
  - Participate in meetings with individuals across the firm (servicing or otherwise) to resolve any portfolio management issues
  - Exercise exemplary corporate citizenship including strict adherence to compliance requirements and Bayview's tenets
  - Originate senior loans, mezzanine loans, preferred equity investments and loans with a Multifamily focus (\$1 to \$100 million) nationwide
  - Consults with clients about their lending needs to help them achieve their financial goals, including the collection and analysis of information about the client's financial situation in order to formulate a new application and match the applicant with financing solutions
  - Conducts preliminary qualification, credit analysis and pre-underwriting review
  - The Loan Originator maintains the client relationship during the application and closing process
  - Maintains pipeline management- Prepares, discloses, and submits timely and accurate loan files
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- Working knowledge of all major investors and their program guidelines
- Ability to remain up to date on Summit's programs and guidelines
- Professional, pleasant, and patient in demeanor
- Demonstrate outstanding customer service skills and attention to detail
- Ability to quote interest rates and lock loans
- Must have excellent verbal and written communication skills, including the ability to communicate effectively with individuals from a wide variety of backgrounds