



## Example of Manager, Processing Job Description

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Our company is searching for experienced candidates for the position of manager, processing. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for manager, processing

- Analyze operations of the department for effectiveness and identify consolidation or redistribution of duties as a result of the efficiencies gained from manual process changes and/or systems
- Works with immediate Senior Vice President Manager to establish and implement a business plan for the Centralized Processing department that meets the Bank's short and long-term goals
- Coach and provides positive feedback to employees on expectations, accomplishments and performance, including problem areas
- Production - Coordinate and monitor the work of various departments involved in the loan application process and the management and maintenance of funded loans
- Best Practices - Improve processes and policies in support of departmental and organizational goals
- Coordination and Management Supervision - Coordinate, manage and monitor the workings of the team managers/associates in the Funding, Document and Title & Customer Service departments
- Manage processing staff
- Coordinate loan activities with originators and underwriters, and HUD
- Manage critical path items and communications with transaction participants
- Monitor transaction timelines

### Qualifications for manager, processing

- Exceptional customer service skills, written and verbal communication skills including the ability to communicate professionally in front of groups
- ISCHSMM or CBSPD certification required
- Four years of progressively responsible SPD or OR work experience, including one year in a 'lead' or supervisory capacity
- Advanced knowledge of processing/sterilization processes and equipment
- Basic budgeting and staffing knowledge