



Example of Mortgage Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of mortgage analyst. 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 mortgage analyst

- Receive, interpret and prepare updates to all product material used by lending channels, underwriting and correspondent clients
- Supporting Managing Directors, Directors, Vice-Presidents and Associates in all aspects of client (internal and external) coverage and deal execution including pitching new business, coordinating with sales and trading, legal, accounting, finance, middle office, back office, and risk partners, rating agencies and investors throughout the deal preparation and marketing process
- Preparing client presentations, internal credit and risk memos, and other materials
- Performing comprehensive, in-depth company and industry analysis
- Working with mortgage collateral data/bond cash-flows and understanding financial models
- Communicating and interacting with client team members
- Works on project teams to identify, assess, and resolve operational issues and streamline and/or automate departmental processes
- Plans and conducts small to medium projects
- Developing business testing strategies and working with project members to execute the test plan, recommending preferred solutions, and implementing recommendations
- Perform data analysis related to residential and consumer mortgage loans and servicing rights

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- 3+ years in financial services, preferably mortgage banking technology
 - Experience in software development life cycle using both waterfall and agile
 - 2 yrs equivalent analytical experience as a data analyst, business analyst or business systems analyst or related field or department
 - Strong analytical skills, organizational skills and close attention to detail
 - Bachelors degree is highly preferred in relevant field of study
 - Prefer 3 to 5 years of experience as a data analyst, business analyst or business systems analyst