



Example of Mortgage Consultant Job Description

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Our growing company is searching for experienced candidates for the position of mortgage consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for mortgage consultant

- Engages with consumers, determines their needs, offers the appropriate product, and gather necessary documents to submit for processing
 - Manage marketing database for branch
 - Manages and monitors the referral program
 - Participates in sales initiatives according to business needs
 - Handling calls for orientation, pre-qualification, sales and origination of mortgage loans, according to the prospectus
 - Working as part of the Risk Partnering team supporting all areas of the Society that talk to the member, you'll be working collaboratively with colleagues to appropriately identify, assess, manage, monitor and review all the key risks
 - Assessing emerging risks and control effectiveness using corporate risk management systems to provide insightful reports to executive management and committees in line with Group risk expectations
 - Working collaboratively with key business stakeholders to maintain an awareness of industry, corporate and community 'change activity' which may give rise to risk events
 - Providing risk advice and present formal risk assessments / committee papers to promote the delivery of fair outcomes and good experience for members
 - Helping to build a robust, compliant risk framework to keep Nationwide, its members and customers safe
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- Employee benefits including company car or car allowance
- Previous experience required as a mortgage broker
- Be able to demonstrate strong protection sales and knowledge
- Familiarity with BKI products (MSP/Passport/Director) and services highly preferred
- Industry knowledge with the ability to review, understand and interpret applicable laws, regulations, regulatory trends and financial servicing bulletins that impact Mortgage, Servicing and Default
- Experience and advanced understanding of the business line's operations products/services, systems, and associated risks/controls which includes mortgage servicing, default and REO operations