



Example of Mortgage Loan Closer Job Description

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Our company is searching for experienced candidates for the position of mortgage loan closer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for mortgage loan closer

- Provide telephone training on requirements and procedures as needed
- Previous Mortgage experience a must
- Excellent communication and organizational skills, PC, typing, data entry, ability to handle high volume within specific deadlines
- Minimum 3 years closing experience within the last 2 years required
- Review Borrower Organization Chart for completeness
- Order and review the insurance consultant's report and insurance certificates
- Track loan expenses against the application deposit
- Prepare the Loan Settlement Statement
- Confirms all required wait periods are met based on proposed closing date
- Completes a minimum of 8 files per day

Qualifications for mortgage loan closer

- Minimum one year of experience applying general accounting principles
- A minimum of 3-5 years mortgage closing experience
- In-Depth knowledge of underwriting criteria, BOMC closing procedures and industry standards relative to perfection of mortgage interests
- Thorough knowledge of title/ownership documentation records
- Good PC and software application skills in a Windows environment
- Minimum of three (3) years' of recent work experience in mortgage loan support, processing, or closing