



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

- Other duties as assigned by the Closing Manager
- Reviews title commitments and invoices
- Reviews the Closing Protection Letter and wire instructions for accuracy
- Responsible for daily management of pipeline of loan closings, prioritizing based on scheduled closing date
- Must return phone calls the day received -- "Sundown Rule"
- Makes "welcome call" to settlement agent
- Prepares loan closing packages including aggregate escrow figures and truth in lending statements
- Reviews settlement statements, tax and insurance information, and underwriting conditions
- Maintains communication with operations staff and third party vendors to ensure timely delivery of loan documents
- Works with loan originators, processors and underwriters to manage expected service levels related to closing disclosures, clearing loan specific conditions, and communication related to various processes and procedures

Qualifications for mortgage loan closer

- Furnishes on-site training to new Retail Loan Closers in addition to reinforcement training
- Bankway Teller Software, Encompass Mortgage Software, Microsoft EXCEL, Novell Microsoft Office e-mail software

- Two years' experience as a closer or funder preferred (will consider processing experience)
- Minimum 3 years' experience closing complex bridge, construction and/or mezzanine loans on commercial real estate
- Minimum 3 years mortgage loan closing experience, within the last 2 years