



Example of Mortgage Loan Originator Job Description

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Our innovative and growing company is hiring for a mortgage loan originator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for mortgage loan originator

- Possess and maintain a superior product knowledge of all lending programs available through Howard Hanna Mortgage Services
- Attend and participate in sales meetings, training, and business-generating activities to maintain competitive edge and sustain production
- Networks with agents, attorneys, CPA's and to develop referral base
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- Determine financing objectives and goals
- Receives and screens loan applications
- Prepares records and reports as requested regarding loan origination and closing activities as needed
- Collects supporting loan documentation
- Maintain constant communication with clients via email, phone and mail from application to closing and post-closing
- Maintains contacts and good working relationships with real estate brokers, attorneys, and builders to assure a favorable image of the organization and to provide information regarding current loan policies and procedures

Qualifications for mortgage loan originator

- Works independently and must be a self-starter
- Associates or Bachelor's Degree in finance or banking preferred but not required

- Minimum one year of mortgage, sales, real estate, or banking experience
- Incumbents will generally have three or more years experience as outside sales person
- Working knowledge of various mortgage regulatory guidelines