



Example of Operations Processor Job Description

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Our company is looking to fill the role of operations processor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for operations processor

- Track and gather information for statistical reporting
- Ensures legal requirements are satisfied
- Implements immediate problem resolution when there are system issues to minimize negative customer impact
- Perform all of the maintenance via Metavante Insight
- Adhere to all USPS guidelines Regulation P and GLBA
- Code specific account mailings as "bad address" when no new or current address is available
- Verifies data accuracy through supporting databases and websites including licensing boards, specialty boards, accreditation bureaus, sanction tracking websites and databases
- Coordinates with leaders and other team members to respond to priority requests and escalated provider issues consistently achieve turnaround times and performance goals for quality and productivity
- Other functions as needed or assigned by management various special projects
- Data entry (OFAC check)

Qualifications for operations processor

- Strong customer focus and service oriented
- Retail Banking Branch experience preferred
- Two years of experience with mortgage loan documents

- 3+ year in residential or commercial mortgage operations
- Experience with compliance and regulatory frameworks related to residential loans