



## **Full Time Loan Processor**

This is your chance to join Fleetwood Bank, the only independent community bank headquartered in Berks County. We have an exciting opportunity for an experienced loan processor. Our Loan Team, from our originators to our processors, has years of experience in the mortgage industry. Together our Team makes home ownership dreams happen for our customers. Credit decisions are made at our Fleetwood, PA headquarters by local people living in the community we serve. This gives us the ability to understand and respond quickly to the needs of our customers.

The location is Fleetwood.

The hours are Mon-Fri 8AM -5PM

Excellent Benefit Package and Paid Time Off Available

**The successful applicant will be responsible for accurately managing residential and consumer loan documentation through our established systems, and reviewing it to ensure it is completed in full and complies with current banking regulations and policies. We encourage all who are qualified and want to work with a dynamic and highly productive team to apply.**

### **Responsibilities:**

- Act as a liaison between customer and financial institution to assist qualified applicants to acquire loans in a timely manner.
- Review initial loan approval and work with borrower to gather appropriate documentation.
- Collect all required documentation for the loan package.
- Create a loan submission package for the Underwriter
- Submit files to Underwriter
- Satisfy all conditions when received from the Underwriter
- Ensure that approvals fall within the established lending guidelines
- Communicate with other professions, including attorneys, county clerks and title companies.

### **Qualifications**

- A high school diploma or equivalent
- 2 years mortgage banking experience preferred
- Working knowledge of Ellie Mae's Encompass Mortgage Loan Origination System a huge plus
- Knowledge of industry regulations and mortgage processing preferred