



Title: Loan Set-Up Associate

Location: Santa Ana, CA

Position Information

The Loan Set-Up Associate is responsible for setting up borrower loan files into loan origination system upon receipt from broker, and ensuring submissions comply with all government regulations as well as company policies and procedures.

Responsibilities

- Import loan files into loan origination system, and enter all required loan data and fees
- Utilizing NDM Pre-Submission checklist, review loan package for accuracy and completeness
- Review broker disclosures to ensure fees are compliant with Fed and State Regulations
- Create initial disclosures and re-disclosures as needed, for electronic or postal delivery
- Maintain high level of customer service to all internal and external customers
- Customer service for other departments, borrowers, and vendors as needed
- Assist other departments as needed
- Perform any other duties as assigned

Qualifications

- Strong mathematical and analytical skills
- Strong written and oral communication skills
- Detail oriented
- Basic office equipment: Copier, scanner, fax machine, multi-line telephone, and computer applications
- Intermediate level with Microsoft Office Suite including: Word, Excel, Outlook, and Power Point
- Encompass Loan Origination System
- Must possess strong organization, telephone, and follow-up skills
- Must possess strong computer application knowledge, and be able to readily learn and adapt to new programs and websites as needed
- Must be knowledgeable of elements of a basic mortgage loan file, including disclosure documents, loan closing documents, appraisal, title report, income verification, credit report, and 1003 URLA

Salary and Benefits

Our employees enjoy a competitive compensation and benefits package, which includes medical, dental, vision, life, and disability insurance, flexible benefits plan, 401(k) plan, paid holidays, as well as vacation and sick leave.

To Apply

Submit your resume and a cover letter describing how you meet the minimum qualifications and desired attributes.

***Please note that job responsibilities can change at any time at the discretion of the company.