

Jr. Loan Processor - Arcadia, CA

This candidate will be responsible to assist on the entire end-to-end mortgage loan process.

Responsibilities include but not limited to:

- Obtain loan documents and information from loan officers and clients
- Organize documents and eFiling
- Review each loan file to verify that documents are accurate, and complete
- Notify supervisor immediately for discrepancies
- Open escrow, title and follow up with requested documents
- Help with loan process through mortgage software system
- Process VOEs, HOA Certs, EOI and appraisal orders
- Ensure processing deadlines are met
- Communicate and obtain documentations from HOA & insurance companies
- Perform VOE and credit check for clients
- Answer and direct phone calls in a professional manner
- Heavy email handling
- Help with loan approval and funding conditions
- Duties as assigned

Qualifications:

- Associate Degree a Plus
- Previous mortgage loan processing experience preferred but not required
- Knowledge of FHA, VA, Conventional, USDA and Non-QM loans a plus
- Fast learner, punctual, detail oriented, organized
- Able to accept constructive criticism
- Good time management skills
- Able to work independently with minimum supervision
- Be super initiative
- Able to work under pressure and meet deadlines
- Able to work weekends if needed
- Must be proficient in English and bilingual is a plus
- Must be computer literate, knowledge of Adobe Acrobat, MS office, Google Drive, OneDrive, Calyx Point

Serious Applicants Only!

Send Resume with cover letter to: Resume@TigenFinancial.com

Inquiries: Text Only 626.538.0602

Starting Salary: \$32,000 to \$34,000 per year with Monthly bonus based on performance

Paid Vacation, sick days and retirement plan when eligible

**Also hiring Loan Originator Trainee | Training provided | Commission Basis | Attractive Compensation | Perfect for P/T | Earn Extra Income
Apply at Resume@TigenFinancial.com**