

P/T or F/T Loan Opener / Office Assistant - 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 and data entries through mortgage software system
- Process Verifications of Employment and credit check for clients
- Answer and direct phone calls in a professional manner
- Heavy email handling
- Assist with day to day operations with duties as assigned

Qualifications:

- HS Diploma; Associate Degree 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
- 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

Serious Applicants Only!

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

Inquiries: Text Only 626.538.0602

Starting Salary: \$14.00 to \$15.00 per hour

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**