

## **NOTICE OF JOB OPENING**

### **LOAN OPERATIONS, SERVICING & PROCESSING DEPARTMENT**

Position: Mortgage Loan Processor

Location: Coldwater Main Office

Job Overview: Prepare residential mortgage loan documentation, work directly with lenders and title insurance companies.

#### **Qualifications:**

- Strong analytical, organizational, and problem-solving skills
- Professional communication skills
- Ability to work well under pressure
- Good time management skills
- Accurate computer skills, including Word and Excel
- Ability to maintain confidentiality

Extensive training will be provided, knowledge of mortgage title insurance and/or loan processing systems preferred but not required.