

## **NOTICE OF JOB OPENING**

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

Position: Loan Servicing Specialist

Location: Coldwater Main Office

Job Overview: Provide support for mortgage loan department; work directly with customers and lenders after loan closing.

#### **Responsibilities:**

- Perform administrative duties of real estate mortgage loans within full guidelines of secondary market and regulatory compliance
- Maintain working knowledge of all internal policies and procedures
- Manage and schedule residential loan closing calendar
- Escrow – pay taxes/insurance/PMI, review annual analysis for accuracy
- Secondary Market – monitor, sell and fund loans sold; ensure proper documentation is submitted for quality control audits
- Construction loans – handle draw requests; order mortgage surveys
- Flood – monitor for determination changes bank-wide; cancellations on closed loans
- Provide mortgage loan payoff information
- Various monthly and annual reporting

#### **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 loan operations preferred but not required.