



JOB POSTING NOTICE

Position: Mortgage Loan Processor

Location: Sulphur Springs, TX

Hours: Monday - Friday: 8:00 am – 5:00 pm

POSITION PURPOSE

This position is responsible for assembling, administering, and processing loan files and acting as a liaison between the customer and the loan officer. A key component to this role is performing clerical duties associated with maintaining a high degree of efficiency in the mortgage loan department. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

1. Ability to read, write and speak the English language, bilingual helpful.
2. High School diploma or equivalency.
3. Two (2) years of experience in banking or job-related field and one (1) year of training and/or education in the field or a combination of education and experience providing equivalent knowledge.
4. Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees, customers, third party vendors, and salespersons with tact, diplomacy, and a sense of urgency.
5. Ability to work accurately under deadline situations and to adapt to a fast-paced environment.
6. Ability to present a professional demeanor at all times.
7. Ability to handle bank and customer transactions with a high level of confidentiality.
8. Schedules are prepared based on business needs and are subject to change at any time. This may include the need for evenings, weekends, or holiday coverage.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Personify Alliance Bank's mission statement of *The best in all we do.*
2. Promotes Alliance Bank's culture through all interactions modeling the Alliance Bank way of Customer Experience.
3. Processing Loans:
 - a. Handle clerical phases of Portfolio Real Estate Loans, including, but not limited to:
 - i. Maintain pending files
 - ii. Prepare TRID related disclosures when required.
 - iii. Facilitate third-party requests.
 - iv. Request and review all verifications of income, deposit, and debt
 - v. Monitor rate locks.
4. Closing Loans:
 - a. Primary liaison to loan originators, title companies, and borrowers concerning closing and documentation issues.
 - i. Responsible for aspects of closing including, but not limited to:
 - ii. Order Closing Package and ensure all documents are to the title company
 - iii. Review executed closing packages and authorize funding accordingly.
5. Utilize resources within the department to communicate timelines and progress of file with loan originators and customers.

***This is a summary of the requirements and essential functions.
The full job description is available upon request.***

Qualified applicants should submit a resume to HR@Alliancebank.com.



AN EQUAL OPPORTUNITY EMPLOYER