

# JOB POSTING NOTICE



**POSITION:** Mortgage Loan Processor

**LOCATION:** Sulphur Springs, TX

**SCHEDULE:** 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

- Personify Alliance Bank's mission statement of ***The best in all we do.***
- Ability to read, write and speak the English language, bilingual helpful.
- 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.
- 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.
- Ability to work accurately under deadline situations and to adapt to a fast-paced environment.
- Ability to present a professional demeanor at all times.
- Ability to operate basic office equipment including a PC with job-related software.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Knowledge of state and federal regulations.
- Schedules are prepared based on business need and subject to change at any time. This may include the need for evenings, weekends, or holiday coverage.
- Office setting with moderately varied desk-oriented activity.

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Promotes Alliance Bank's culture through all interactions modeling the Alliance Bank way of Customer Experience.
- Actively sell and cross-sell bank services.
- Provide prompt, courteous, and friendly service.
- Processing Loans:
  - Handle clerical phases of Portfolio Real Estate Loans, including, but not limited to:
    - Maintain pending files
    - Prepare TRID related disclosures when required.
    - Facilitate third-party requests.
    - Request and review all verifications of income, deposit, and debt
    - Monitor rate locks.
- Closing Loans:
  - Primary liaison to loan originators, title companies, and borrowers concerning closing and documentation issues.
  - Responsible for aspects of closing including, but not limited to:
    - Order Closing Package and ensure all document are to the title company
    - Review executed closing packages and authorize funding accordingly.
- Utilize resources within the department to communicate timelines and progress of file with loan originators and customers.
- Follow all internal service level agreements for processing, review, and closing real estate loans.
- Maintain knowledge of regulatory requirements pertaining to Real Estate.
- Keep updated on all Alliance Bank policies and procedures pertaining to position
- Attendance and punctuality a must.

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](mailto:HR@Alliancebank.com).**

***The best in all we do.***

**AN EQUAL OPPORTUNITY EMPLOYER**