

## **Mortgage Loan Coordinator N. Attleboro**

Envision Bank believes in people helping people – it was our belief when we first opened our doors in 1851 as Randolph Savings Bank, and it holds true today. For over 150 years, we have been providing individuals, families, homeowners, and businesses in our community a wide variety of products that are convenient and hassle-free.

We're customer experience driven and have a focus on overall personal attention. We care and we need people who care as much as we do. We are part of the communities in which we live. Relationships matter. We strive to make things simple and get things done. We hire people who like people and keenly enjoy helping others. If this sounds like you, please read on . . .

### **Primary Responsibilities:**

- Performs new loan set-up on residential mortgage loans (FHA, Conventional, MassHousing, purchase, refinance) in a quality consistent with all company policies and procedures as well as meeting all regulatory requirements.
- Prepares loan disclosures for all files including LE. Verifies that disclosures meet state and federal regulations/requirements. Ensures that the loan programs being disclosed fall in line with bank program offers, underwriting and credit and pricing policies.
- Courteously communicates with customers, attorneys, appraisers and lending staff. May provide information regarding loan status, request additional information or data for application, or assist in solving problems. Ensures all complaints and problems are handled in an efficient and timely manner. Follows up to ensure that customers are satisfied with resolution and service.
- Serves as a backup to the Closing & Funding Processor; preparing loan closing documents for borrower and attorney, as well as, insuring the timely disbursement of funds. Reviews completed closing documents conducting pre/post audit.
- Ensure timely preparation and mailing of loan correspondence, including lending disclosures, credit denials, welcome letters, MA housing packages, seminar notifications and appraisals
- Performs responsibilities in accordance with Bank policy as well as all applicable federal and state regulations, including but not limited to the Bank Secrecy Act, Equal Credit Opportunity Act, Fair Credit Reporting Act, Real Estate Settlement Procedures Act, Truth-in-Lending Act, Home Mortgage Disclosure Act, Community Reinvestment Act, and the Flood Disaster Protection Act.
- Demonstrates continual learning by attending industry seminars, webinars and other training programs. Insures licenses are properly maintained and continuing education credits (CEUs) are attained.

### **Position Requirements:**

Position requires an associate degree or equivalent, as well as, one to two (1 - 2) years mortgage processing experience. Also, requires additional training or experience with system applications/databases (Encompass preferred). Must possess a high level of accuracy, ability to prioritize assignments and work independently. Must be an effective communicator (oral & written).

At Envision Bank **PRIDE** is the foundation of who we are and what we strive to be. If you possess a **P**assion to win, are **R**elationship-driven, thrive in an environment of **I**nnovation and continuous learning, believe in **D**oing the right thing, and are interested in Engaging with a collaborative team, then we want to get to know YOU better!

Apply today at <https://envisionbank.applicantstack.com/x/apply/a2clvbs9ys24>

Envision Bank takes pride in being an Equal Employment Opportunity employer and seeks to create and maintain a vibrant diverse workforce. Equal Opportunity Employer – minorities/females/veterans /individuals with disabilities/sexual orientation/gender identity are strongly encouraged to apply.