

Secondary Market Analyst North Attleboro, MA

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:

- Administers all secondary market duties that aid in selling and purchasing loans.
- Resolve pricing issues in accordance with Bank pricing policies.
- Verify pricing from rate locks and accurately input any extensions on LOS.
- Assist VP of Secondary Marketing Department locking loans with Investor.
- Maintain management reports as necessary for senior management meetings.
- Provide assistance for Investor sales, transfers and funding.
- Gather and send documentation for loan sales, as required.
- Perform loan maintenance with Investors as necessary.
- Correctly update sale details into the Loan Origination System.
- Assist in all investor recertification requests
- Maintain all Secondary Marketing investor files
- Maintain bank's pricing engine
- Act in full compliance with all Bank policies, procedures and external regulations
- Identify risks associated with mortgage loan files, escalating issues to manager.
- Ensure all necessary documentation is completed for all transactions.
- Handle all customer information with highest level of confidentiality and security.
- Other duties may be assigned.

Position Requirements:

- Requires a high school diploma or equivalent
- Minimum of one (1) year residential lending experience
- Must possess a high level of accuracy and demonstrated attention-to-detail skills
- Strong communication skills (verbal & written)
- Excellent phone skills
- Must be able to organize and prioritize work independently

Physical Demands/Conditions:

General office environment, with perhaps some local travel. Some lifting and bending required. Ability to hear and communicate with others.

Equipment Used:

General office equipment, including but not limited to, computer, fax machine, calculator, multi-line phone, copier, and data projector.

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/a2clvbska8bv>

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.