

Senior Loan Processor

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 employee owned and customer experience driven. 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. If this sounds like you, please read on . . .

Primary Responsibilities:

- Processes and verifies all residential loan applications following Bank procedures and secondary market guidelines. Orders and prints required documents including: certifications, reports, requests, appraisals and disclosures. Keeps Loan Originators apprised of file and information needs.
- Accurately prepares loan file for submission to underwriting. Obtains and reviews required documents and information for completeness. Verifies and corrects information or makes adjustments as needed.
- 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 that all complaints and problems are handled in an efficient and timely manner. Follows up to ensure that customers are satisfied with resolution and service.
- Accurately processes and prepares loan closing documents for borrower, attorneys and disbursement of funds. Reviews completed closing documents, conducts pre/post audit. May serve as a back-up to the Closing & Funding Processor.
- Timely preparation and mailing of loan correspondence. May include: lending disclosures, credit denials, welcome letters, MA housing packages, seminar notifications.
- Performs responsibilities in accordance with 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.

Job Requirements:

- Associate's degree or equivalent
- Two-Four (2-4) years mortgage processing experience
- Experience with residential lending system applications/databases (Encompass preferred). High level of accuracy

- Ability to prioritize assignments and work independently
- Highly effective communication (oral & written)

Envision offers a comprehensive benefit package including 401(k) Safe Harbor and Matching contributions and Employee Stock Ownership Plan (ESOP) participation.

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/a2clvbsxrv4>

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.