

Loan Processor

Job Requirements:

- Detail oriented
- Ability to communicate effectively
- Excellent phone etiquette
- Ability to work under pressure
- Willingness to learn new tasks
- Ability to meet deadlines
- Must be able to follow-up on items
- Must be able to work independently with little to no supervision
- Excellent organizational skills
- Must be able to multi-task
- Ability to use time efficiently
- Willing to take necessary classes to keep up to date on new laws and regulations
- Must have good understanding of Navigator and Director Client
- Must be proficient with Microsoft word and excel
- Must be proficient with Decision Pro, LaserPro and Prosign (we will train)
- Job will office out of the Big Sandy location

Job Duties:

- Develop a good understanding of all loan documentation
- Develop a good understand of lien documentation required to secure every type of loan
- Prepare and verify the accuracy of loan documentation
- Verify and secure new liens and existing UCC liens on Texas Secretary of State
- Must be willing to learn to trouble-shoot all errors to assist lenders and loan assistants