

# UNDERWRITER & LOAN PROCESSOR



Join one of the oldest and largest independent community banks in the state of New Mexico. First American bank is strong, stable and financially secure.

## **SUMMARY:**

Working with the Mortgage Department, this position will complete duties as an Underwriter and will also serve as a backup to the Mortgage Loan processors.

## **UNDERWRITER RESPONSIBILITIES:**

Review and validate all documents for family residential mortgage loans. Handle the maintenance of current portfolio and real estate loans for investment purposes.

## **MORTGAGE LOAN PROCESSOR RESPONSIBILITIES:**

Gather, verify & validate all documents required for residential mortgage loan applications.

## **REQUIREMENTS:**

Possess a working knowledge and/or experience with FHA, VA, conventional mortgages, real estate appraisals, surveys and government regulations. Working knowledge in Microsoft Office Software. High level attention to detail. Ability to multi-task in a professional setting. Excellent customer service abilities. Confidentiality is required. High school diploma or prior experience in real estate is preferred.

