

Mortgage Loan Department Manager

SUMMARY:

Responsible for prudent management of the organization's real estate loan portfolio and in evaluating and responding to changes in regulatory, market and competitive conditions. Plans, organizes, and directs the department's activities, e.g., appraisal, organization, closing, post closing, servicing, and secondary market.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Manages the entire Mortgage Loan Department including Mortgage Loan Officers, Underwriters, Processors and Title Clerks.
- Understands and can effectively apply mortgage lending policies to all mortgage lending situations.
- Counsels customers and other personnel regarding mortgages, including cash flow and products available that meet customers' needs.
- Solves mortgage concerns regarding amortization, surveys, titles, etc. by working with attorneys, Managers, and staff.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)