

Mortgage Operations Specialist (Mortgage Ops)

Important day-to-day responsibilities include:

- Provide an extraordinary customer experience for all those you come in contact with.
- Provide exceptional service to every customer and banker.
- Generate all loan documents for mortgage loans within a centralized Credit Operations Department, with accuracy and efficiency, working to help acquire and retain all of our customers financial business for life.
- Learning and adhering to the rules and regulations of a bank employee.

Qualifications for this Opportunity:

- Industry expertise with a track record of success
- Previous mortgage loan processing experience preferred
- Commitment and willingness to learn and grow in your career
- Understanding the extreme value in serving others
- Exceptional communication skills
- Functional Expertise
- Confidentiality
- Strong Business Acumen

Benefits Included in this Opportunity:

- 100% Employer Paid Health and Dental Insurance Premiums for each employee
- HSA Contribution available
- Life Insurance and Long Term Disability Insurance
- 401k and Employee Stock Ownership Retirement Plans
- Flexible Spending Plan
- Vision Insurance Plan
- PTO and paid holidays

Hours: Monday – Friday, 8:00 am to 5:00 pm

Direct report to: AVP Credit Operations

