



**Position:** Full Time Mortgage Loan Processor

**Location:** Yantis

**Hours:** 8am to 5pm, Monday- Friday

**Job Description:** Responsible for the entire beginning-to-end loan process, including gathering and processing all loan documentation to ensure compliance with policy, regulatory, and loan terms.

**Job Requirements/Skills/Qualifications:**

- Strong organizational skills, ability to work as part of a team
- Strong written and verbal communication skills
- Demonstrate initiative and commitment to continuous learning and the ability to adapt to change
- Ability to quickly learn the Encompass Lending Software
- Verify loan documents including income, credit and appraisal
- Loan file review to ensure all required documentation is included
- Meet crucial deadlines as requested
- Correspond with title companies, appraisers, surveyors, realtors & customers
- Proficient with computer skills including Microsoft Word, Excel and Outlook
- After closing input customer data into Xperience/tickler
- Experience in loan processing preferred but not required

***Qualified applicants may submit a resume to Human Resources by email to [HR@bankatcnb.com](mailto:HR@bankatcnb.com) or fax to 903-439-3677***

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