



## **Sr. Loan Officer**

Strategic HR Outsourcing Solutions (SOS HR) is a boutique RPO (Recruiting Process Outsourcing) firms specializing in all areas of Human Resources and Talent Acquisition/Recruiting. Our core expertise is in the area of HR Consulting, Staff Augmentation, Recruiting from A – Z, and Professional Services.

We attribute our record of growth to our thriving base of highly motivated, results-driven management team, employees, and consultant. If you have a positive attitude, strong work ethic, great customer service and the willingness to learn, then we want to talk to you!

We have a customer that has the below need for a perm position in Lanham, MD (Home Office). Since this is a work from home position, the candidate can be located anywhere in the surrounding area.

### **Overview**

An established Mortgage Lending company is looking for a Sr. Loan Officer who has a great knowledge of mortgage products and an outstanding team player. This is a 100% paid commission position and working from home.

### **Job Responsibilities**

- Supervise personal mortgage production pipeline to ensure maximum output
- Choose correct mortgage product to match customer needs
- Evaluates loan applications and documentation by confirming credit worthiness.
- Improves loan applications and documentation by informing applicant of additional requirements.
- Rejects loans by explaining deficiencies to applicants.
- Recommend loans for approval by issuing checks or forwarding applications to loan committee.
- Completes loan application by explaining provisions to applicant; obtaining signatures and notarizations; collecting fees.
- Develops loan applications by evaluating applicant information and documentation.
- Helps customers by answering questions; responding to requests.
- Maintains customer confidence by keeping loan information confidential.
- Accomplishes bank mission by completing related results as needed.

### **Job Requirements**

- Bachelor's degree (strongly preferred)
- *MUST HAVE* a NMLS License in the State of Maryland
- 5 – 8 years direct experience
- Financial Skills
- Loan Origination Systems experience (company uses Encompass)
- Best in Class Customer Service

- Thoroughness
- Ability to keep information confidential
- Strong analytical skills
- Independent decision – making skills
- Quality Focus
- Must be dependable, personable, and well – spoken
- Must have a professional demeanor and appearance.
- Computer skills a must.

*Our customer and we are an EEO/Affirmative Action Employer that understands the value of diversity and its impact on a high performance culture.*