

Mortgage Loan Processor – Pewaukee Office

Job Description

We are currently looking for a team member to join our Residential Loan Operations department. The loan processor's primary role is working with and assisting the front-end and back-end loan processors in taking the file from submission status through completion of closed loan. Preferred candidates will have several years of experience in mortgage lending but we are open to training the right individual. Desired skills/traits/experience include: strong communication and analytical skills, self-motivated and process-oriented. Candidates must be able to work in a high volume and fast paced work environment.

Job Responsibilities

- Assists back-end processor in change of circumstances and closing disclosure tolerance cures and proper timeline compliance.
- Assists Front-end processor with conditions requests, payoff statements and status verification of preliminary closing disclosure/invoice from title company.
- Works with the client to obtain all documentation necessary for loan closing.
- Assists in the preparation and disbursement of loan closing documents.
- Other duties as assigned

Employee Benefits

Westbury Bank offers a comprehensive and high-quality benefits package to support you throughout your career. Our offerings include:

- Medical, Dental, & Vision Insurance
- Paid Time Off
- Paid Holidays
- Company paid Life & Disability Insurance
- HSA contribution match
- 401(k) with competitive company match

Job Location

Pewaukee

Position Type

Full Time

To be considered for this exciting opportunity, click [Here](#) to complete an online application.

Email resumes to Human Resources: careers@westburybankwi.com

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