

POSITION DESCRIPTION

POSITION TITLE: Retail Loan Officer

GRADE: tbd

REPORTS TO: Sales Manager

FLSA: Non-Exempt

POSITION OVERVIEW: This sales position will develop new FHA business and cultivate new origination sources.

ESSENTIAL DUTIES and RESPONSIBILITIES, *includes the following responsibilities, but not limited to:*

- ◆ Oversees completion of mortgage applications for submission to loan processing and underwriting departments.
- ◆ Assists in negotiation of terms and follows through to closing.

SUPERVISORY RESPONSIBILITIES:

Direct Reports:

PHYSICAL and ENVIRONMENTAL CONDITIONS

Standard office environment, equipment and tasks, including work at a computer terminal. Will travel 50% of the time. Partial sitting and walking throughout the day. Must be open to work overtime to complete assigned tasks.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- ◆ Two to five years of real estate lending or financial analysis experience in sales.
- ◆ A Valid DRE License is required.
- ◆ Proficient in use of computers and windows-based computer programs.
- ◆ Ability to work independently in a fast-paced environment.
- ◆ Intermediate experience with Microsoft suite of products
- ◆ Excellent Internal and External Customer Service
- ◆ Resourceful
- ◆ Be able to work as part of a team
- ◆ High level of integrity
- ◆ Adapts well to change
- ◆ Excellent verbal and written communication skills
- ◆ Self starter