



POSITION DESCRIPTION

POSITION TITLE: Retail Mortgage Sales Manager

GRADE: 19

REPORTS TO: Regional Sales Manager

FLSA: Exempt

POSITION OVERVIEW: Retail Sales Manager will develop and grow the retail channel.

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

- ◆ Develops existing business and cultivates new origination sources.
- ◆ Recruits, trains and develops Loan Consultants.
- ◆ Ensures highly ethical communications with staff and clients.
- ◆ Ability to produce personal originations.
- ◆ Promotes products that are listed as primary to the organization.
- ◆ Provides guidance in loan production and assists loan officers with complex or problematic loans.
- ◆ Implements procedures and training to prevent fraud.
- ◆ Assists with product development.
- ◆ Monitors and manages territory performance and P&L.
- ◆ Creates reports and matrices that will assist in sales and product decision making.
- ◆ Assists with the development of marketing strategies.
- ◆ Assists in negotiation of terms and follows through to closing.

SUPERVISORY RESPONSIBILITIES:

Direct Reports: Loan Consultants

PHYSICAL and ENVIRONMENTAL CONDITIONS

Valid Driver's license and appropriate levels of auto insurance required. Sales Manager will travel 50% of the time. Office environment, equipment and tasks, including work at a computer terminal which requires repetitive keyboarding and data entry. This position requires partial sitting and walking throughout the day. Employee must be open to work overtime to complete assigned tasks.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- ◆ Five to ten years of real estate lending or financial analysis experience.
- ◆ A Valid DRE License is required.
- ◆ NMSL registration and endorsement is required
- ◆ Two to five years sales management experience.
- ◆ Proven leadership and sales acumen skills.
- ◆ Intermediate experience with Microsoft suite of products.
- ◆ Data Trac and Calyx Point systems knowledge is preferred.
- ◆ Excellent Internal and External Customer Service
- ◆ High level of integrity
- ◆ Adapts well to change
- ◆ Excellent verbal and written communication skills
- ◆ Ability to work in a fast paced environment.
- ◆ Strong Sales Presence