



Functional Title of Position: Loan Originator

Reports to (Functional Title): Branch Manager

Department/Branch: Field

Location: Field

GENERAL SUMMARY:

(Full-time) - Obtains purchase and refinance mortgage loans in accordance with established policies and procedures and appropriate guidelines by calling upon realtors; builders; past clients and referral partners; provides strong communication and support to management, underwriting, processors, and customers to clear stipulations needed. Reviews loans in process daily and determines which loans must be processed immediately. Performs document audit to approve or reject each loan package for funding. Resolves any exceptions with customer prior to funding. Administers the timely daily disbursement and receipt of funds. Enters data from new loan applications and other documents into computer system. Orders credit reports, appraisals, flood certifications, and title work. Refers loans that do not meet basic standards to staff underwriter. Provides follow-up on a consistent basis with internal staff, borrowers, and agents to complete processing. Analyzes loan files and submits completed loans for approval. Responds to inquiries from agents/referral partners and borrowers regarding status of loans in process. Completes loan sheets and conversion logs. Collects fees. Ensures regulatory compliance. Creates and maintains loan files. Processes approval and denial letters. Maintains status of all files in process and updates as needed; keeps abreast of all FHA, VA, and conventional guidelines and changes that may affect loan status. Completes all required paperwork and forms in a timely and accurate manner; prepares all required reports.

(Part-time) – Obtains purchase and refinance mortgage loans in accordance with established policies and procedures and appropriate guidelines by calling upon realtors; builders; past clients and referral partners; provides strong communication and support to management, underwriting, processors, and customers to clear stipulations needed. Reviews loans in process daily and determines which loans must be processed immediately. Performs document audit to approve or reject each loan package for funding. Resolves any exceptions with customer prior to funding. Administers the timely daily disbursement and receipt of funds. Enters data from new loan applications and other documents into computer system. Orders credit reports, appraisals, flood certifications, and title work. Refers loans that do not meet basic standards to staff underwriter. Provides follow-up on a consistent basis with internal staff, borrowers, and agents to complete processing. Analyzes loan files and submits completed loans for approval. Responds to inquiries from agents/referrals partners and borrowers regarding status of loans in process. Completes loan sheets and conversion logs. Collects fees. Ensures regulatory compliance. Creates and maintains loan files. Processes approval and denial letters. Maintains status of all files in process and updates as needed; keeps abreast of all FHA, VA, and conventional guidelines and changes that may affect loan status. Completes all required paperwork and forms in a timely and accurate manner; prepares all required reports.

PRINCIPAL FUNCTIONAL RESPONSIBILITIES:

- Promote Envoy's products to Real Estate Agents, Home Buyers, other lead sources and all referral sources.
- Procure new loan applications that result in funded loans.



- Request and gather relevant information/documents from the borrower to complete the application, its structure and all loan disclosures. This must be done in coordination with processing as well as underwriting.
- Adhere to all Envoy standards, including, but not limited to production minimums and customer service.
- Educate borrowers on current offerings and programs for which they qualify
- Stay current on personal finance principles in order to offer comprehensive mortgage advice to clients
- Monitor the process and communicate effectively with the borrower and all other parties to the transaction on the status of the loan
- Present complete and accurate files to the Processor
- Coordinate the flow of information to all concerned parties
- Prospect for new loan applications by meeting with and presenting products to potential referral sources such as realtors, CPAs, financial planners and past clients
- Stay current with required continuing education, new products, Freddie Mac and Fannie Mae guidelines, Envoy guidelines and overlays, and HUD guidelines
- Maintain contact with past clients to promote Envoy's products
- Ensure all marketing is performed in a manner that is compliant
- Ensure maintenance of a current license to perform Loan Originator duties within their assigned branch
- Comply with local, state and federal laws regarding position
- Conduct business in an ethical manner and in the best interest of Envoy, with Envoy's core values in mind
- Any additional duties that may be assigned by the Branch Manager

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE. THE INCUMBENT WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES AS ASSIGNED BY MANAGEMENT.

MINIMUM QUALIFICATIONS:

- Must hold State NMLS or obtain applicable State license within XXX days of employment or employment will be terminated
- Satisfactorily pass background check

PHYSICAL REQUIREMENTS:

- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision ability required by this job include close vision
- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- The employee is occasionally required to stand; walk; climb or balance and stoop, kneel crouch or crawl

Job Description Acknowledged: _____

Date of Acknowledgment: _____