



Method Mortgage

Method Mortgage, a Birmingham based mortgage company founded in 2007. Combining a high level of personal service, expertise and communication, Method Mortgage is always *The Smartest Way Home*.

The Loan Processor Assistant plays a vital part in the mortgage process. The primary function of this role is to assist Loan Processors by ordering and reviewing supporting documents, along with other tasks to help the Processors prepare mortgage loans for underwriting and closing.

Essential Functions

- Requests and reviews file documentation, including income/employment verifications, bank statements or verifications of deposit, loan payoffs, title insurance and homeowner's insurance.
- Reviews all documentation received for completeness and ensures appropriate data is entered in the company's origination system.
- Communicates with loan processor regarding documentation needed to process the loan and maintain effective follow up to ensure receipt of needed documents.
- Assists loan processor to gather information to clear underwriting conditions. Responds to inquiries and follows up promptly to resolve problems.
- Communicates directly with loan officer, loan processor, closer, title companies and insurance companies to ensure that loans close in a timely manner.
- Performs other duties as assigned.

Qualifications

- High School or equivalent required, some related college courses or degree desired
- Experience with Microsoft Office: Word, Excel & Outlook
- Ability to manage multiple tasks/projects and deadlines simultaneously
- Strong verbal and written communication skills
- Strong interpersonal skills.

Method Mortgage offers a pleasant work environment, competitive compensation and excellent benefits package; including health insurance and 401(k) with employer match. Method Mortgage is an Equal Opportunity Employer.

Please visit our website to apply: <https://methodmortgage.com/careers/>