



# 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 Processing Assistant plays a vital part in the mortgage process. The primary function of this role is to assist Loan Processors by reviewing files, ordering supporting documents, and all other tasks required to prepare mortgage loans for underwriting and closing. A high level of personal organization, attention to detail and the ability to handle multiple tasks simultaneously are requirements for this position

## Essential Functions

- Performs a thorough review of the mortgage loan application checking for completeness and ensuring compliance standards are met.
- Requests and reviews the loan documentation checking for accuracy and completeness.
- Ability to maintain focus on timelines and operate under deadlines to ensure mortgage loans close on time every time.
- Ready to assist and backup mortgage loan processors as needed.
- Maintains clear communication with all parties involved in the mortgage loan process including: clients, loan officers, loan processors and third-party vendors (ex. investors, attorneys, title & insurance companies, etc.) to help ensure that loans close and fund on time.
- 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
- Attention to detail while maintaining maximum efficiency
- 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/>