

Mortgage Processor

What we're about:

The real estate and mortgage lending industry is one that is on the verge of revolution. Building for the future, CityWorth Mortgage is one of the fastest growing companies in the country. By streamlining the entire home purchase process for hard-working Americans across multiple states, our goal is to change the "traditional" mortgage loan procedure and to provide a client focused service. As we grow we are looking for energetic and ambitious individuals who want to be a part of building CityWorth into the Nation's biggest lender. CityWorth Mortgage offers in-house training, strong leadership support and an energetic, fast pace work environment. If you are a motivated individual seeking opportunity and high potential for earning, then CityWorth will put you on the road map to success.

Who we're seeking:

Processors focus on the operational procedure involved in providing a mortgage loan. Candidates for this position should have a high attention to detail and the drive to become a "Subject Matter Expert" in the loan procedure. Processors also have the opportunity for rapid advancement by improving on our current procedures to improve efficiency or accuracy. This is a salary position.

Come on in if...

- You have a bachelor's degree in any discipline
- You have excellent written and verbal communications skills
- You are a team player with the ability to coordinate with others
- You have the ability to complete tasks under pressure
- You are organized individual with the ability to prioritize
- You are a self-starter with good analytical and problem solving skills
- You are computer savvy

Tasks:

- Responsible for the production of the mortgages between clients, bankers, closers and real estate agents
- Request and follow up on mortgage documentation for approvals
- Make contact with employers, landlords, insurance companies and credit reporting agencies
- Gather and organize client information, then update client files as soon as new documents are received
- Work closely with mortgage bankers and underwriters to produce mortgages on time

Why CityWorth? / What you'll gain from this experience:

- We will provide you with an innovative and unique training program

- Opportunity to break into a highly successful and lucrative industry
- A collaborative and open work environment
- Supportive and friendly co-workers
- Professional and personal development
- CityWorth values all employees equally and each individual is rewarded for their hard work
- Open to ideas so please feel free to speak your mind here. We operate through collective efforts.
- Our goal is to create an environment where everyone is committed to your success.

With ambitious achievements in our future, CityWorth is always on the lookout for qualified and motivated individuals. As a direct lender with a one-of-a-kind outlook on success in today's mortgage industry, our hiring process is focused on who you are and who you can become.

Contact Katherine Bui at KBui@cityworth.com for more information and how to apply.