



Exchange Bank

Kearney, NE

Apply at - <https://eb-us.com/careers/>

Full Time Mortgage Credit Administration

Under limited supervision and following established policies and procedures, provide administrative support services for the Mortgage Department. Handle incoming calls to the mortgage department, process CIP for new customers, process mortgage funding as they are received from secondary market, work with lenders to prepare construction loan draw requests and lien waivers. Address other tasks as they are assigned.

Job Duties:

1. Provide assistance to Lenders by coordinating appointments with mortgage customers.
2. Process CIP for new customers to the bank
3. Work closely with Lenders for loan payoffs, construction draw requests, pre-close/post-close assistance as assigned.
4. Maintain acceptable levels of productivity, quality and standards.

Job Qualifications/ Requirements:

1. College degree or business-related training/education with equivalent work experience.
2. Experience in mortgage loan documentation preferred.
3. Excellent customer relation skills required.
4. Excellent keyboarding, calculator and personal computer skills required.
5. Previous experience with Encompass or similar loan processing program is preferred but will train.
6. Must be able to demonstrate organization and written/verbal communication skills in addition to the ability to handle multiple tasks in a professional, efficient manner.
7. Ability to work in a team environment.
8. High level of accuracy with attention to detail and ability to handle confidential information.

Exchange Bank is an Equal Opportunity Employer, M/F/Disability/Protected Veteran