

# Hiring Event



## The Virginia Employment Commission

3719 Saunders Ave  
Richmond, VA 23227

Thursday, November 13<sup>th</sup> 2014  
10:00am – 1:00pm  
Immediate Openings  
for

## Mortgage Reviewers, Mortgage Processors, Mortgage Closers

Positions we have currently available are:

### **Mortgage Reviewers**

- Responsible for reviewing post closed mortgage loan documentation for compliance and accuracy.
- Review loan files to insure compliance with all state and federal lending regulations
- Must also have a good understanding of company policies and procedures
- Compare closed loan parameters to investor and portfolio product guidelines.
- Must have the ability to recognize non-compliance issues and effectively communicate these to the appropriate parties.
- Candidate must be familiar with Mortgage loan terms and documentation.

### **Mortgage Processors**

- Obtains necessary information (i.e. loan applications, credit documents, appraisals, etc.)
- To process and complete mortgage loan files. Verifies all documentation for accuracy and completeness.
- Familiar with a variety of field's concepts, practices, and procedures.
- Relies on limited experience and judgment to plan and accomplish goals.
- Performs a variety of tasks; works with general direction regarding tasks to be performed

### **Mortgage Closer**

- Reviews all loan documents for completeness and accuracy.
- Closes loans and disburses loan funds.
- Relies on limited experience and judgment to plan and accomplish goals.
- Performs a variety of tasks; works under general supervision.
- A certain degree of creativity and latitude is required.
- Ensure all loans are closed in a timely manner and in accordance with the company's and investor's requirements.
- This position will be responsible for preparing broker and correspondent loan closing packages, and ordering funds at the appropriate time for scheduled funding.

**Note:** Registration required at: [www.vawc.virginia.gov](http://www.vawc.virginia.gov) Job order # 487711

**Provide an updated Resume at the event.**