



***Want to work in a fun, professional, family-based atmosphere?*** Community Bank Mankato is a family owned and operated financial center dedicated to satisfying the needs of its customers and employees in a warm and friendly atmosphere while ensuring an adequate return to provide for growth and financial stability. Consider joining our team!

**The Mortgage Loan Originator's primary responsibilities include:**

- Solicit new mortgage loans in our market place
- Assist customer with structuring of loans
- Originate loans and work with customer to fully document loan and follows all regulatory / compliance rules.
- Originate the loan file and provide early documentation preparation.
- Maintain loan tickler system inclusive of periodic audits on files for missing documentation.
- Work with the loan administrator to make sure all necessary documents for loan closings inclusive of legal documents such as abstracts and titles are prepared.
- Perform initial interview with client, along with the development of file to ensure adherence to product offerings, accuracy and completeness. Review for compliance with regulations as well.
- Completed file includes loan application, credit reports, income, appraisals and compliance.
- Monitor loan status keeping in contact with client, secondary market buyer and internal staff.
- Collect on loans that were originated.

**1-3 years of secondary market lending, mortgage origination or processing required to apply.**

**Other Candidate requirements:**

- Computer literate and the ability to learn and adapt to a variety of software programs.
- Ability to deal effectively with the public and the bank's customers.
- Ability to regularly empathize with clients and employees using tact, self-confidence, and common courtesy.
- Ability to work independently and to carry out assignments to completion with minimum instructions; adhere to prescribed routines and practices; maintain records; and to prepare requested reports accurately.
- Well-developed interpersonal skills. Ability to get along well with diverse personalities; tactful, mature and flexible.
- Work with confidential customer matters, maintaining strict confidentiality.
- Professional appearance: Grooming and dress consistent with tasks to be performed and in keeping with professional banking atmosphere.
- Prompt arrival and regular attendance at work.
- Pleasant and cooperative attitude with co-workers.

Job Type: Full-time