

MORTGAGE ANALYST at *TEMPLE VIEW CAPITAL*

FULL-TIME | REMOTE OR ON-SITE IN BETHESDA, MARYLAND | 1-3 YEARS OF EXPERIENCE

Job Summary

The Mortgage Analyst will join our Loan Processing Department. In this role, you will ensure the accuracy of loan requests by reviewing and validating submitted personal information and financial records against initial loan terms. You will also prepare documents for loan closings and maintain records for financial transactions. This position requires strong attention to detail, excellent customer service skills, and the ability to manage a personal pipeline of 40-50 loan files.

Primary Functions

- Validate term sheets using provided documentation and request additional support when necessary.
 - Clear loan conditions and communicate effectively with internal teams, loan originators, the underwriting department, and closing.
 - Maintain and manage a personal pipeline of 40-50 loan files.
 - Develop functional knowledge of TVC's products, services, and relevant regulations and policies.
 - Prepare complete and concise loan files for timely submission to underwriting and closing departments.
 - Ensure all conditions are satisfied prior to submitting files to the closing department.
 - Review and analyze all aspects of the credit package, including accuracy of file input, timely delivery of required disclosures, title policy, credit report, credit documentation, and appraisal review.
 - Interface professionally with applicants, realtors, builders, appraisers, title companies, and internal colleagues.
 - Perform other assigned duties as requested.
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Education/Experience

- 1 to 3 years of professional experience, with prior experience in the mortgage industry preferred.
 - Bachelor's degree or equivalent education required.
 - Intermediate proficiency in Excel.
 - Previous experience with Salesforce or other Customer Relationship Management (CRM) systems is a plus.
 - Familiarity with Loan Origination Systems (LOS) is a plus.
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Compensation

- Salary Pay Range: \$65,000.00 - \$100,000.00 per year
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CLIENT RELATIONS COORDINATOR at *TEMPLE VIEW CAPITAL*

FULL-TIME | REMOTE OR ON-SITE IN BETHESDA, MARYLAND | 0-5 YEARS OF EXPERIENCE

Benefits

- **401(k) with Matching:** Contribute to your retirement savings with company matching, helping you secure your financial future.
 - **Health Insurance:** Comprehensive medical coverage to maintain your health and wellbeing.
 - **Dental and Vision Insurance:** Additional coverage to take care of your dental health and vision needs.
 - **Life and Disability Insurance:** Essential protection offered to give you peace of mind.
 - **Paid Time Off:** Generous leave policies including vacation days, sick leave, and 11 paid holidays to help you recharge.
 - **Flexible Schedule:** Offers flexibility to accommodate work-life balance.
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Required Skills

- Knowledge of loan documentation policies and mortgage lending regulations.
 - Excellent verbal and written communication and grammar skills.
 - High attention to detail and accuracy with the ability to multi-task.
 - Ability to identify problems and develop procedures to resolve them.
 - Outstanding customer service skills and problem-solving abilities.
 - Familiarity with credit reporting and mortgage collateral reviews.
 - Ability to work well under strict deadlines and changing priorities.
 - Maintain high confidentiality and integrity with sensitive client and borrower information.
 - Excellent time management and follow-up skills.
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Location

- Remote or Onsite, Full-Time, 9AM-6PM or 10AM-7PM
 - Bethesda, MD
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