



Job Title:	Origination Assistant-Compliance Specialist	Job Category:	Full-Time
Department:	Origination	Position Type:	Non-Exempt Hourly
Reports To:	Assigned Sr MLO & Production Mgr		

Job Purpose: The Origination Assistant CS is responsible to perform the clerical tasks necessary to make sure that compliance requirements are met and that the other origination assistants have the time necessary to focus on the more advanced stages of the origination process. Reviewing all necessary documentation. Advance through the 4 stages of training to become a licensed MLO.

Duties:

- Maintain prospective client database and loan status pipeline.
- Input client into origination system, set up loan file for MLO, gather preliminary information credit and employment documents, loan application, supporting documentation, etc.
- Assist loan officers with initial data input, credit pulls, compliance disclosures, and adverse actions.
- Ensure the accuracy and completeness of all borrower loan documentation necessary for loan approval and closing.
- Conduct weekly calls to borrowers for information follow up and/or dealers to provide loan status.
- Other duties as necessary, except any MLO licensed activities.

Knowledge & Experience:

- At least one year in a professional setting.
- At least two years in an administrative or customer service position.
- Knowledge of mortgage or banking practices helpful, but not required.
- Working knowledge of Microsoft Office, specifically Word and Excel.

Skills & Abilities:

- Ability to communicate clearly and effectively with clients and employees to create a positive and cooperative work environment.
- Ability to adjust easily to work situations based on employee, group, or business needs.
- Excellent listening, organizational, and time management skills.
- Ability to interpret and make conclusions based on available information.
- Ability to work independently and manage multiple projects at a time.