



## **Mortgage Loan Processor**

Fox Communities Credit Union is a \$1.5 billion in assets community-based credit union serving over 100,000 members at 22 locations. We take pride in being a progressive, member-owned, full service financial institution dedicated to serving the community.

**We currently have a career opportunity at our Loan Operations Center in Appleton for a Mortgage Loan Processor!**

**The primary responsibilities of the Mortgage Loan Processor include but are not limited to:**

- Review of loan applications to ensure credit union and secondary market standards are being met and communicate recommendations if standards are not being met.
- Accurately and efficiently validate loan application information, prepare closing documents and execute funding.
- Submit applications for underwriting approval.
- Interact professionally with members, originators and outside organizations to obtain necessary documentation.
- Ensure closing deadlines and commitment dates are met.
- Various other duties such as; performing post-closing reviews and prepare loan for scanning tracking final documents.

**Candidates for this position must possess:**

- 1 to 3 years of similar or related experience
- Experience with processing Conventional, Secondary Market and WHEDA loan applications.
- Knowledge of credit union and/or industry mortgage products.
- Organizational and time management skills to balance workload and meet deadlines.
- Thorough knowledge of loan processing, closing policies, procedures, documents, underwriting requirements, governmental and agency requirements, terminology, and automated processing systems.
- Excellent verbal and written communication skills
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Fox Communities Credit Union believes our employees are our most important asset. **We offer a great team environment, competitive salary and an excellent benefit package which includes, medical, dental, vision, life, short term and long-term disability insurance, 401k (Roth and Traditional), which includes company contributions including match, and paid time off! As part of our commitment to the communities we serve we also offer all employee's Paid Volunteer Time Off!** If you are enthusiastic about a rewarding career with a successful & growing credit union, please complete an online application and/or submit your resume and salary requirements to:

Human Resources

Fox Communities Credit Union 3401 E Calumet Street Appleton, WI 54915

[www.foxcu.org](http://www.foxcu.org) Email: [hr@foxcu.org](mailto:hr@foxcu.org)

Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individuals with Disabilities.

**Team Fox Rocks!**