

**Citigroup in Jersey City is currently looking to hire a Mortgage Loan Processor.**

**Link to apply:** <https://nlx.jobsyn.org/155075cbe67f4088966041e934f5613a159>

**Job Description:**

- Driving & owning all activities of the loan processing from Underwriting approval through closing and funding
- This individual will own a medium to large pipeline of loans, including loans of greater complexity and clients with more complex needs
- Maintaining exceptional and frequent communications with Clients to ensure a seamless and first class client experience throughout the loan process
- Exceptional client focus and highly proactive mindset
- Ability to work under pressure and exceptional mindfulness of deadlines and due dates
- Exceptional judgment and the ability to escalate to management with a strong sense of urgency for all volatile client matters
- Timely preparation of mortgage documents
- Ability to obtain relevant information from clients, realtors, title companies, appraisers, bankers, accountants or anyone associated with the origination process in a timeline manner
- Appropriately assess risk when business decisions are made, demonstrating particular consideration for the firm's reputation and safeguarding Citigroup, its clients and assets, by driving compliance with applicable laws, rules and regulations, adhering to Policy, applying sound ethical judgment regarding personal behavior, conduct and business practices, and escalating, managing and reporting control issues with transparency.

**Qualifications:**

- 5+ years relevant experience
- Exceptional communication skills and high comfortability talking with important clients
- Strong proactive mindset with an exceptional attention to detail
- Proven track record of meeting tight deadlines and ability to act with urgency
- Ability to learn and follow key policies and procedures pertaining to the loan process and Citi
- Experience in mortgage loan processing &/or closing and mortgage industry knowledge strongly preferred

**Education:**

- Bachelors Degree