

RMS Computer Corporation in Jersey City is currently looking to hire a Mortgage Loan Closer.

Link to apply: <https://nlx.jobsyn.org/439fff88876a41ab881f345120fac1c6159>

Job Description:

The successful individual will collaborate with Private Banking loan closers to coordinate and audit the loan process as well as perform several processing and closing activities. The individual will help verify that all the required processes & key regulations have been followed and conduct timely and proactive follow ups as needed to ensure the loan closes with 100% regulatory and process compliance and on time.

Key qualifications and skills needed

- Strong knowledge of loan closing including strong familiarity with closing disclosures, insurance guidelines, title and appraisals
- Strong knowledge of loan processing for residential real estate loans
- Strong knowledge of all key residential regulations including but not limited to TRID, RESPA/TILA, Reg B etc.
- Minimum 5 years of hands on mortgage processing AND closing
- Exceptional communication skills – written and oral
- Strong proactive mindset with an exceptional attention to detail
- Proven track record of meeting tight deadlines and ability to act with urgency.
- Acts with ownership
- Ability to exercise strong judgment and to escalate all volatile client situations
- Ability to multi-task as well as work independently and as a team member
- Proficient PC skills (Microsoft Office), with the ability to learn new software and systems
- Knowledge of Process Governance, process mapping as well as process and procedure documentation
- Positive attitude and strong desire to learn the business supported.