

Loan Processing Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$15.00 to \$17.00 hourly
Employment status: Contract / Temporary to Hire

Description

We are seeking a detail-oriented and customer-focused Loan Processor to join our team. If you have experience in loan processing and enjoy providing excellent customer service, we encourage you to apply.

Job Description:

- Accurately process loan files within established timelines and comply with regulatory guidelines.
- Provide exceptional customer service to retailers and borrowers, handling high call volumes.
- Collaborate with loan officers and underwriters to resolve issues on files promptly.
- Ensure all documentation is complete and accurate before submission to underwriting.

Qualifications:

- Previous experience in loan processing or related roles.
- Strong understanding of loan processing procedures and compliance requirements.
- Excellent communication skills and ability to work in a fast-paced environment.

Requirements

- Prior customer service/call-center experience, preferably in a fast-paced & high-volume environment
- Experience with being held accountable to KPIs and call-tracking
- Strong computer skills including knowledge and experience with customer relationship management software (CRM)
- Excellent analytical, interpersonal and research skills
- Advanced ability in business writing, including the use of email correspondence

This role has an immediate start date. Candidates with the proper skill set should give us a call today!

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