

Loan Servicing - Support

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: \$20.90 to \$24.20 hourly
Employment status: Contract / Temporary

Description

Robert Half is currently working with a client looking for Loan Servicing Support Specialist. The Loan Servicing Support Specialist is responsible for performing support duties related to the processing and servicing of loans. These tasks include but are not limited to necessary processes to maintain accurate system records, payment postings, legal documents, and customer communication. Are you a detail-oriented, organized, and driven individual? Then this is the Loan Servicing Support position for you!

Major responsibilities

- Respond to routine customer inquiries via telephone and email efficiently and accurately, including generating loan payoff letters
- Prepares escrow payments for association dues, property taxes, and insurance
- Processes payments, advances, and adjustments on loans
- Loan maintenance, which includes but is not limited to modifications, extensions and required changes in core processing system
- Research missing or misapplied loan payments
- Review loan documentation for accuracy and completeness
- Handle credit reporting disputes and correct credit reporting errors

Requirements

- Comfort working in an environment that is compliance driven and highly confidential
- High school diploma or equivalent required (AA/BA/BS in Accounting, finance or economics preferred)
- Excellent verbal, written, and social communication skills
- Proficiency with Microsoft Office applications
- Critical thinking and problem-solving skills as well as high attention to detail required

If you meet the experience expectations and have immediate availability we want to hear from you!

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.