Waukesha State Bank

151 E. St. Paul Ave. P.O. Box 648 Waukesha, WI 53187-0648
Phone: 262-549-8506 Fax: 262-574-4209 E-mail: hr@waukeshabank.com

Mortgage Lending
Mortgage Loan Processor

Full Time Non-Exempt	**Department Hours:** Monday – Friday 8AM – 5PM
Job Duties:	Responsible for handling loan files from point of origination to closing and providing excellent mortgage banking services to WSB customers throughout the mortgage loan process. Typical duties include: • Gathering all necessary documentation required to make a determination on mortgage loan applications • Working closely with customers to answer questions, communicate file status and process files • Pre-underwriting files and taking initiative to resolve missing or inconsistent data prior to submission of file to underwriting • Maintaining ongoing communication with Consultants, Underwriter, Manager and/or customers regarding status of mortgage files • Handling telephone inquiries from brokers, buyers, sellers, builders, title companies, etc. regarding both general information and specific file information • Maintaining up-to-date knowledge of internal processes as well as relevant industry information and changes • Other duties and projects as directed by Manager of Mortgage Lending or Processing Supervisor/Underwriter
Job Qualifications:	• Must have 3+ years of processing experience with conventional loans (single family, 1-4 family and condo) • At least 1 year of specialized experience with FHA, VA & WHEDA • Fluency in Spanish preferred • Excellent customer service skills • Excellent communication skills • Ability to meet deadlines and strong organization skills • Attention to detail and consistent follow-through • Strong work ethic and the ability to work independently • Desire to work in a fast-paced, team-oriented environment • Desire to work in a community bank and represent WSB in a professional and ethical manner at all times
Preferred Skills:	Experience in community banking

If you have an interest in or would like more information about this position, contact Human Resources at (262)549-8506 or HR@waukeshabank.com.

• Excellent Benefits • Equal Opportunity Employer