

**Job Title:** Mortgage Closer

**Location:** Home Loan Center, Corpus Christi

**Status:** Full time

**Description:** The position of Loan Closer is responsible for ordering, reviewing, funding, and documentation of loans along with other duties.

**Skills/knowledge:** Knowledge of personal computers and data processing systems associated with mortgage operations is required. Knowledge of automation principles and current software/hardware applications is essential. Advanced computer skills including Internet operations are highly desirable. This job requires the ability to meet established deadlines, work productively in groups and individually, communicated effectively in writing and orally, operate standard office equipment, work extended hours occasionally, and travel to various bank locations and training activities as needed.

**Education/work experience/licenses:** prior experience in mortgage closing is required. Prefer 2-5 years experience

### **Application information**

We accept applications and resumes only for current job openings. Resumes will be accepted; however, an application must be completed to be considered for employment.

Resumes and applications should be sent to:

First Community Bank  
Attn: Human Resources  
416 N. Water St.  
Corpus Christi, TX 78401

Or

Faxed: 361-888-3796  
Subject: Mortgage Closer

Or

Emailed: [jharris@fcbot.com](mailto:jharris@fcbot.com)  
Subject: Mortgage Closer

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