

Job Title: Real estate Loan Processor

Location: Everhart, Corpus Christi

Status: Full time

Description: The position of Real Estate Loan Processor is responsible for performing routine and intermediate duties related to consumer and business loan accounts and processing.

Duties performed by the Real Estate Loan Processor include.

1. Provide quality customer service.
2. Process Real Estate loans per Centralized Loan Procedures, verify adherence to Loan Policy, Loan Procedures and Compliance regulations.
3. Using Loan Platform System prepares the required compliance disclosure documents
4. Order real estate documents from bank attorney
5. Review and approve real estate documents prepared by bank attorney
6. Prepare HUD1 & HUD1A closing statements for all types of loans
7. Review/approve HUD1 & HUD1A for all types of loans
8. Review and approve for online processing: Loan Extensions & Modifications to insure completeness and adherence to Loan Policy and Procedures.
9. Prepare General Ledger entries for new loans, renewals, and extensions
10. Set- up on loan system CIF accts, real estate new and renewed loans, modifications and extensions
11. Prepare Loan Participation Agreements
12. File maintenance loan accounts and cif accounts as needed
13. Answer phone calls.
14. Provide branch support
15. Cross train within the department

Skills/knowledge/ Education/work experience/licenses: *Knowledge of personal computers and data processing systems associated with loan operations is required. Knowledge of automation principles and current software/hardware applications is essential. Knowledge of Loan Policy, Loan Procedures and Loan Compliance Regulations is essential. Advanced computer skills including Internet operations are highly desirable. This job requires the ability to meet established deadlines, work productively in fast paced groups and individually, possess multi-tasking skills, work independently, communicate effectively in writing and orally, possess good customer service skills, operate standard office equipment, work*

extended hours occasionally, and travel to various bank locations and training activities as needed.

Resumes and applications should be sent to:

Faxed: 361-888-3796
Subject: RE Loan Processor

Or

Emailed: jharris@fcbot.com
Subject: RE Loan Processor

Equal Opportunity Employer