

# POSITION DESCRIPTION

## PARAMOUNT RESIDENTIAL MORTGAGE GROUP

### Job Title: Loan Officer

**Salary Range: N/A**  
**Reports To: Sales Manager**

**Exempt Grade: III**  
**Department: Retail**

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#### Job Summary:

Originates investment quality loans by selling firm's loan products and services to meet the needs of its client base. Responsible for the overall customer interaction and interface with all parties involved on each individual loan that is originated from application to closing, including but not limited to: counseling and pre-qualifying potential borrowers; taking or reviewing applications received for complete and accurate; obtaining all necessary support documents along with the appropriate fee and lock-in information; overseeing the loan process by monitoring loan status and ensuring conformity with terms; assisting in collecting additional documents and promptly communicating loan status to all interested parties, and obtaining loan documentation after closing, as directed by management.

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#### Responsibilities:

- Sources, develops and structures mortgage financing requests for new and existing customers.
- Negotiates terms, structures loan financing based on risk considerations and presents credits for approval to appropriate levels of authority as required.
- Utilizes in-house programs to meet customers' credit needs with alternative broker product a secondary choice.
- Assists customers with inquiries and information requests, and resolves complaints relating to loan products and services offered.

#### Pre-requisites:

- Minimum one to two years of lending experience preferred, but willing to train the right person.
- Working knowledge of standard loan products in the industry, various state guidelines and strong familiarity with underwriting standards.
- Current, valid NMLS appointment and appropriate State licensing in good standing.

#### Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Strong interpersonal-communication and business-relationship skills.
- Detail oriented with strong organizational and follow-through skills.
- Excellent analytical, written and verbal communication skills.

#### Education:

- High school diploma or equivalent
- Bachelor's degree in finance, business, or economics preferred but not required

#### Travel:

- None