

Post Close Specialist & Receptionist Job Summary

Gum Tree Mortgage is currently experiencing rapid growth. We are interested in expanding our capacity to provide mortgage loans, and we are looking for an experienced Post Close Specialist to join our team. The successful applicant will be responsible for accurately managing the processing of the mortgage loans from closing through permanent storage. This position is responsible for ensuring our legal closing packages are executed in full and complies with current lending regulations and policies. This position will also serve as the receptionist and operator for the main corporate office. We encourage all who are qualified and want to work with a dynamic and highly productive team to apply.

Job Title:	Post Close Specialist/Receptionist
Physical Location:	Tupelo, MS
Compensation	Hourly

Under general supervision, the Post Close Specialist is responsible for accurately managing the processing of the mortgage loans from closing through permanent storage.

Principal Duties and Responsibilities: Majority of duties performed, but not meant to be all inclusive or to prevent other duties from being assigned.

- Review the executed loan closing package to ensure accuracy and completion to meet all local, investor, and regulatory guidelines.
- Work closely with the Mortgage Loan Consultant, File Processor, Closing Processor, and Title/Attorney staff to satisfy any post-close conditions.
- Prepare and Upload all legal documents, post close.
- Create a loan submission package to be shipped and sold.
- Ensure the loan is closed within the underwriting approval and program guidelines.
- Manages a large pipeline of loans and meet post close selling metrics.
- Represents the financial institution in public relations activities and community affairs.
- Communicate with other professionals, including attorneys, builders, and direct communication with the consumer.
- This position will also serve as receptionist for the main corporate office and provide phone operator services for the company.

Job Specifications: Knowledge, skills, and abilities normally required for

competent performance in the job.

- Thorough understanding of all mortgage loan programs, the closing process, and post-closing tasks.
- Have a good understanding of FHA, VA, USDA, and conventional underwriting guidelines.
- Must be able to meet strict time deadlines, work independently under pressure, and work after normal business hours, as volume dictates.
- Must be detailed oriented and able to follow set guidelines.
- Effective written and verbal communication skills.
- Experience with Microsoft Office, General Office Technologies and Equipment, Required.
- Experience with Calyx Point, Optimal Blue, and other Mortgage software, a Plus.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, veteran status, genetic information or any other status protected under applicable local, state or federal nondiscrimination laws.