

Mortgage Loan Processor

First Landmark Bank

First Landmark Bank has an immediate opening for a **Mortgage Loan Processor**. This position is located at our Midtown office at 712 W. Peachtree Street. This position is responsible for entering loan data into computer system with appropriate updating, and assembles and verifies loan documents for accuracy.

Job Duties include:

- Initial review of new loans to include review of disclosures for proper execution, review of credit documents and general loan scenario as compared to AUS and Investor guidelines.
- Organize and maintain large pipeline with attention to customer service and timely submission of files to underwriting.
- Maintain accurate files that include all activity using Calyx Point.
- Monitor individual files while in process.
- Communicate with loan officers and borrowers consistently and effectively.
- Review closing disclosures and communicate with borrower and/or originator prior to closing.
- Work with bank closer and/or attorney closer and borrowers to schedule closing times.

Must be able to perform responsibilities with composure under the stress of deadlines, and meet requirements for extreme accuracy and quality at a fast pace.

High School diploma or equivalent required, college degree preferred but not required.
Minimum of 2 years mortgage processing experience required.

First Landmark Bank is an Equal Opportunity Employer committed to diversity in the workplace. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, sexual orientation, gender identity, national origin, disabled or veteran status.

Benefits include medical, dental, life insurance, 401(k), flexible medical spending account, paid accrued vacation, and sick time. Please send your resume with salary history and requirements to lpharr@firstlandmarkonline.com or fax resume to 770-919-1570.