

Pinnacle Bank has an immediate opening for a **Mortgage Loan Processor** at our Athens, GA location.

Job Duties include:

Qualified applicants should submit their resume online on our website using the following link, <https://www.pinnaclebank.com/why-pinnacle/careers/>

Job Description: The Mortgage Loan Processor is responsible for processing loan application packages according to compliance guidelines and regulations, submitting files to underwriting, clearing issues and coordinating closings. In addition, responsible for managing relationships with appraisal vendor management companies, insurance agents, attorneys and other related third parties to ensure the most efficient closing for the borrower. A processor is proficient in processing Conventional, FHA, VA and USDA loans, purchases as well as refinances. A processor III completes thorough upfront-underwrite before submitting to the underwriting department and be able to manage a pipeline of up to 45+ loans.

The employee will support the bank's strategic goals, vision, mission, core values, service standards and service philosophy in actions, words and deeds.

Desired Skills and Experience:

- Prior banking and loan experience needed
- 8+ years of previous mortgage loan processing experience
- High School Diploma or GED Equivalent
- Good attention to accuracy and detail
- Must be able to interact with customers in a courteous manner face to face and by telephone
- Strong time management skills
- Effective oral and written communication with customers, co-workers and all levels of management
- Excellent interpersonal and organizational skills
- Able to work well with co-workers and all levels management
- Ability to identify and resolve problems in timely matter by gathering and analyzing information
- Ability to work under pressure and meet deadlines
- Team player that is highly motivated and goal oriented
- Be able to handle a flexible schedule

Benefits include medical, dental, life insurance, vision, profit sharing, 401(k), paid vacation, PTO and sick time.

Pinnacle Bank is an Equal Opportunity Employer and welcomes all qualified applicants. It is the policy of Employer to consider applicants without regard to race, color, religion, creed, national origin, gender, disability, marital or veteran status, age or any other legally protected status.