



Borel Private Bank & Trust Company®

A Division of Boston Private Bank & Trust Company

Business Area: Mortgage Lending

Functional Title: Loan Processor

Position Summary:

The primary function of the loan processor is to move a loan from the loan originator to closing in a timely and efficient fashion. Due to the highly regulated nature of the mortgage business, the mortgage processor is responsible for all compliance documents in the loan file. An ideal candidate will be able to juggle numerous tasks, be detail oriented, and work well both independently and with a team.

Roles and Responsibilities:

Objective 1: Assist Originator in managing workflow on a daily basis.

Tasks

- ◆ **Initiate timely processing of new applications to be in compliance with state and federal regulations.**
- ◆ **Order appraisals, flood certificates, credit reports and legal work for all loan files.**
- ◆ **Send borrower information through Prime to comply with OFAC policy.**
- ◆ **Copy and ship loan files to be approved by secondary market investor.**
- ◆ **Submit loan files through desktop underwriter or loan prospector.**
- ◆ **Pre-underwrite the loan file prior to sending to underwriter for approval.**
- ◆ **Prepare all loan files for closing and submit loan information to loan closing department for final document preparation.**
- ◆ **Screen incoming calls and assist clients and potential clients whenever possible.**
- ◆ **Initiate contact on loans in process for follow-up documentation when needed.**
- ◆ **Attend weekly pipeline meetings with other key department personnel.**
- ◆ **Monitor pipeline daily to ensure all deadlines are met.**

Objective 2: Assist Originator with on-going marketing efforts.

Tasks

- ◆ **Develop and maintain databases for both existing clients and referral sources for future direct mailings.**
- ◆ **Develop tracking mechanism for all referrals for consistency in following through on all leads.**
- ◆ **Meet primary referral sources and be introduced as a key contact person for status updates on files, etc.**
- ◆ **Perform a bi-weekly mailing to all referral sources with rate sheets and information on relevant new products and services, etc.**

Qualifications:

A minimum of 1-2 years processing experience recommended.

All Boston Private Bank & Trust Company employees are expected to adhere to the following competencies:

Core Competencies:

- **Client Focus** - Dedicated to meeting the needs of internal and external clients; listens effectively and establishes and maintains relationships and gains client's trust and respect.
- **Ethics, Integrity and Trust** - Considers ethical issues before decisions are made and seeks to achieve results that are in the best interest of the Bank.
- **Ownership, Accountability, Responsibility and Compliance** - Takes ownership of tasks, projects, and relationships and follows through on obligations and promises.
- **Self Development and Learning** - Personally committed to learning and actively works to continuously develop professionally.
- **Teamwork and Collaboration** - Works collaboratively; finds common ground and solves problems for the good of all and can represent his/her own interests and yet be fair to the team.

Individual Contributor Competencies:

- **Decision Making and Problem Solving** - Makes decisions in a timely manner, uses a mixture of analysis, experience and judgment to solve difficult problems with effective solutions.
- **Informing and Communicating** - Proactively communicates information to colleagues up, down and across the organization, provides updates on projects, tasks and potential roadblocks.
- **Planning** - Accurately scopes out length and difficulty of tasks and projects and sets objectives and goals
- **Time Management** - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on important priorities and completes tasks and/or projects on time.

Qualifications:

A minimum of 1-2 years processing experience recommended.