



## MORTGAGE LOAN ORIGINATOR Job Description

Department: Lending  
Reports To: Market President/Senior Loan Officer  
Supervises: N/A  
Status: Full-time, nonexempt

### **Job Summary:**

The Mortgage Loan Originator originates residential mortgage loans according to established policies and procedures to ensure regulatory compliance while meeting sales goals. Reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information. The position typically requires between 40 hours of work per week Monday – Friday. Some Saturday work is also required.

### **Key Result Areas:**

- Builds relationships with mortgage loan borrowers, advises, and guides them throughout the entire loan process.
- Maintains excellent relationships with clients, realtors, appraisers and agents to build trust and partnerships in the community.
- Coordinates with loan operations the ordering of appraisals, credit reports and reference checks.

### **Core Competencies:**

Takes initiative, capable of making sound decisions, high degree of integrity, goal oriented, plans and organizes duties and responsibilities, excellent oral and written communication.

### **Requirements:**

- High School Diploma or equivalent.
- Minimum 2-year residential mortgage lending experience preferred.
- Understanding of Residential Lending regulatory requirements.
- High degree of attention to detail and ability to multitask in a fast-paced environment.
- In-depth knowledge of all bank deposit products and policies.
- Advanced knowledge of bank loan, affiliate, and investment center products.
- Strong oral and written communication skills.
- Ability to work with little or no supervision.
- Ability to learn various technology and information systems.

*Astra Bank is an Equal Opportunity Employer. The preceding job description has been designed to indicate the general nature and requirements of work to be performed by employees within this classification. It does not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*

Please apply at [astra.bank](http://astra.bank)  
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