



Capitol Federal®

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We celebrate diversity and are committed
to creating an inclusive environment
for all employees.

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Equal Opportunity Employer/Protected
Veterans/Individuals with Disabilities

NOW HIRING FOR A

Mortgage Loan Consultant

Maintains an active knowledge of all real-estate loan products and programs and an understanding of the qualifications requirements of each. Assists borrowers by recommending loan products that meet their needs and the Banks' lending guidelines. Completes the loan application with the borrower and gathers necessary documentation to begin the loan process. Responsible for developing business contacts and attracting mortgage customers. May require time spent away from the office marketing and connecting with other real-estate professionals.

The Mortgage Loan Consultant is located at our Home Office in Topeka, Kansas.

QUALIFICATIONS

- A minimum of one to three years of similar or related experience, including preparatory experience.
- NMLS Registration will be required prior to originating mortgage loans.

RESPONSIBILITIES

- Responsible for generating new loan business and providing origination assistance to own customer base.
- Will develop at least two new referral sources with a minimum of three applications from said sources per year.
- Community Involvement: attend at least two community and/or Bank sponsored events per quarter.
- Community Leadership: serve on at least one community committee or board and/or maintain an active membership in a networking organization.
- Continued Education: a minimum of one continuing education sales course per quarter.
- Conducts the loan interview and secures the customer information necessary to initiate a loan transaction. This includes entering the appropriate data into the loan origination system with accuracy, and providing all regulatory required disclosures accurately and in a timely manner.
- Responds to inquiries from prospective customers and provides information regarding all mortgage loan products, loan policies, Bank underwriting standards and Bank procedures. Includes communicating approvals and denials.
- Responds with quarterly feedback to Senior Management.
- Participate in proactive team efforts to achieve departmental and company goals.
- Cross-sells loan customers other Bank insurance products and retail services.

HR@CAPFED.COM

CAPFED.COM/CAREERS