



Residential Lending Mortgage Processor Westloop | Manhattan, KS

Schedule: Full-Time

Reports to: AVP, Loan Documentation Manager

Join our team as a Residential Lending Mortgage Processor in Manhattan! If you have experience in mortgage lending and enjoy working as a team while helping homebuyers reach their goal of purchasing a home, we'd like to meet you.

As a Residential Lending Mortgage Processor, you will work closely with our Mortgage Loan Originators and our Loan Documentation Manager; contributing to the growth of our Residential Lending department. You will also work with Realtors, investor processing centers and title companies to comply with required documentation for residential real estate first mortgage loans.

Additional responsibilities include ensuring documentation is complete, accurate, verified and complies with company policy, coordinating closing documentation and appointments with title companies, and compiling and maintaining pipeline reports.

An associates or undergraduate degree is preferred for this position along with one to two years of residential lending processing experience. Experience working with Encompass and Smartsheet is a plus. Other important abilities include knowledge of mortgage guidelines and regulations, professional communications skills, and the ability to prioritize your workload while managing and meeting multiple deadlines.

For over 55 years, KS StateBank has balanced home-town banking values with a respected nation-wide presence. Across all departments, our employees are focused on creating positive experiences for our clients by providing incomparable knowledge, outstanding solutions, and exemplary service. Our focus isn't just on our clients; at KS StateBank, we also strive to achieve mutual investment in our employees for long-term organizational and personal success.

We anticipate a starting salary of \$40,000 to \$45,000 per year based on experience. Employee benefits include 401k, health, dental and vision insurance and paid time off.

**If this position sounds like a good fit for you,
visit ksstate.bank/careers to view the full job description and apply.**

We look forward to meeting you!