

Do you have an aptitude for figures and enjoy problem solving? Are you a quick learner with strong analytical skills? We have the job for you! We are seeking a **Loan Processor** for our Rolling Meadows, Illinois location.

Loan Processors are responsible for performing necessary tasks to ensure accurate, compliant, and complete processing for all loans.

Responsibilities:

- Process and prepare residential mortgage loans (FNMA, FHA, VA, USDA, Conventional) in accordance with guidelines
- Order and review all required documentation
- Calculate ratios such as debt-to-income and loan-to-value
- Develop and maintain relationships with buyers, sellers, title companies, escrow agents, and real estate agents
- Communicate regularly with Mortgage Consultants
- Complete loan submissions
- Prepare files for closing

Requirements:

- Must demonstrate logical judgement, be detail oriented, and possess the ability to prioritize tasks
- Excellent written and verbal communication skills
- Bi-Lingual English/Spanish
- Basic computer skills and familiarity with Microsoft Office (Outlook, Word, Excel)
- Ability to learn loan origination software
- Work flexible hours and overtime if necessary, work under pressure, and meet deadlines
- Some Mortgage Industry experience preferred

Please submit resume to Human Resources, hr@phmc.com