



Job Position Description

Title: Mortgage Loan Originator – Diamondhead, MS

Reports to: Branch Manager – Trina Cuccia

Exemption Status: Exempt

Looking for a career in the mortgage industry? GMFS, LLC is seeking an experienced Mortgage Loan Originator to join our retail team, located in Diamondhead, MS. Need a motivated individual to work in our Diamondhead location and be a part of a growing team. Bachelor's degree or equivalent work experience in mortgage/real estate required. This full-time position is 100% commission based. Benefits provided including 401k matching.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job Summary/Essential Functions

- Provide administrative assistance to lending personnel
- Ensure that residential loan files contain documents with proper signatures, dates and other relevant data
- Assemble and verify accuracy of residential loan documentation
- Check documents for proper signature
- Take loan applications
- Structure loan files
- Prepare and distribute appropriate disclosures in compliance with regulations
- Assist in other areas of operations as needed
- Assist in arranging loan closings

Job Requirements

- Minimum of two years of mortgage lending experience
- Knowledge of mortgage lending regulations
- Required education: Associate level
- Financial analytical and detail orientation skills
- Knowledge and Understanding of FHA/VA/Conventional/RD loan programs
- Excellent verbal and written communication skills
- Excellent time management skills
- Organizational and prioritizing skills
- Customer service skills
- Strong follow-up skills
- Ability to share new ideas and professionally present issues
- Team oriented
- Familiarity with credit bureaus, GUS, DU systems
- Knowledge of secondary market requirements/Freddie Mac or Fannie Mae