**Job Title: Shipping/Funding Specialist**

**Reports to Phyllis Callahan**

**Exemption Status: Non exempt**

**Apply to: pcallahan@gmfslending.com**

**Job Description**

The Shipping Department is looking for an organized and motivated new team member. The ideal candidate will have excellent computer skills including but not limited to Excel. The position involves working with our Secondary Marketing department to sell our loans to investors.

**Duties Include**

Daily purchase advices- purchase advices are received from the investors throughout the day. Loans must be marked as sold and price and applicable fees entered in Encompass or Mortgage Builder, our operating systems. Fannie Mae and Freddie Mac are done through an export from their delivery system that we import into Encompass.

Reconcile loans off warehouse line- once a purchase advice is received the loan must be reconciled off the warehouse line by uploading the purchase advice into the warehouse banks system.

Ship files to investor- once loans have been committed and post closed, an imaged file must be delivered to the investor through their website.

Order notes-promissory notes are requested from the warehouse bank to ship to the investors once the loan is committed.

Open incoming mail- open and organize incoming trailing documents.

This position will also cross train with other shipping/funding positions to assist with the review and tracking of trail docs/final docs.

**Qualifications**

Must be able to multi-task

Knowledge of Excel is essential

Communication skills; both verbal and written

Good interpersonal skills

Motivated