

# MORTGAGE LOAN ORIGINATOR

## HAWTHORNE CREDIT UNION MORTGAGE ORIGINATOR

Exempt: Y  
Grade Level: 8

Reports to: VP Sales & Service  
Department: Lending

### **SUMMARY:**

The Mortgage Loan Originator position is focused on mortgage sales and building strong financial relationships, while listening to and analyzing the needs of members/prospective clients and responding with solid financial lending solutions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- The Mortgage Loan Originator will work on marketing activities and promotional strategies to attract new purchase business and aggressively promote Hawthorne Credit Union to real estate agents, builders, developers, and other referral sources.
- This position will participate in business development activities outside of the office such as realtor open houses, and home buyer seminars; make contacts through community networking; and develop your reputation as a trusted financial advisor to members and new contacts.
- Will be expected to originate quality FHA, VA, and conventional mortgage loans and work with members/prospective clients through the entire loan process.
- Manage pipeline for all originated loans through closing and complete required management reports
- Communicate with members and Mortgage Processor to make sure follow up and processing is completed on a timely basis
- Maintain a high level of member service while handling each loan from origination to close.

### **MINIMUM REQUIREMENTS:**

- College degree preferred or equivalent work experience in banking/ lending
- Minimum 5 years experience in mortgage loan origination with a proven track record of success

**HAWTHORNE CREDIT UNION**  
**MORTGAGE ORIGINATOR**

---

**Exempt: Y**  
**Grade Level: 8**

**Reports to: VP Sales & Service**  
**Department: Lending**

- Knowledge of conventional and FHA/VA lending guidelines
- Current state mortgage origination licensing
- Strong consultative sales skills
- Ability to handle multiple priorities and produce results
- Ability to handle frequent changes
- Ability to work independently or as part of a team
- Excellent verbal and written communication skills
- Demonstrated organizational skills
- Strong desire to excel in a competitive environment
- Public speaking skills with the ability to make presentations

**BENEFITS:**

- Medical/Dental/Prescription Insurance coverage
- Life, Short-term & Long-term Disability Insurance
- 401K plan
- PTO
- Tuition Reimbursement
- Cell phone & service
- Lap top
- Auto allowance

**This is a commission based position.**

**HAWTHORNE<sup>3</sup> CREDIT UNION**  
**MORTGAGE ORIGINATOR**

---

**Exempt: Y**  
**Grade Level: 8**

**Reports to: VP Sales & Service**  
**Department: Lending**