

298772BR

Job Title:

Loan Processor III

TD Description:

About TD Bank, America's™ Most Convenient Bank®

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Auto req ID:

298772BR

Department Overview:

This position is in RCLO "Residential Mortgage

Country:

United States

Job Requirements:

- + Contacts customer directly to obtain conditions placed by lender or mortgage underwriter.
- + Prepares required loan documentation for approved loan applications such as disclosures.
- + Provides support to customers, branches, and lending staff as needed.
- + Contacts customers to collect and review additional information as necessary.
- + Answers phones on the queue as well as personal line to assist customers.
- + May test new systems and documentation software.
- + May assist in training of Loan Processor I and II.
- + Processes all specialty products.
- + Must be eligible for employment under regulatory standards applicable to the position.

Hours:

Monday – Friday – Standard Business Hours

Job Description:

The Loan Processor III is primarily responsible for providing support to the lending areas by reviewing the accuracy of mortgage and consumer loans from conditional approval to closing.

Inclusiveness:

At TD, we are committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of our customers and communities in which we live in and serve, and creating an environment where every employee has the opportunity to reach their potential.

If you are a candidate with a disability and need an accommodation to complete the application process, email the TD Bank US Workplace Accommodations Program at USWAPTDO@td.com. Include your full name, best way to reach you, and the accommodation needed to assist you with the application process.

EOE/Minorities/Females/Veterans/Individuals with Disabilities/Sexual Orientation/Gender Identity.

Province/State:

Maine

City:

Lewiston

Qualifications:

- + Consumer Operations: High school diploma or GED.
- + Mortgage Operations: Associate's degree and/or Bachelor's degree.
- + 1-3 years loan documentation experience.
- + Knowledge of Bank loan products and policies.
- + 1-3 years of Mortgage Loan Processing preferred.
- + Knowledge of lending software.
- + Detail-oriented with the ability to multitask.
- + Ability to handle heavy workload and meet stringent deadlines.
- + Excellent oral and written communication skills, with ability to interact effectively with all customers, both internal and external.
- + Solid knowledge and understanding of state's regulations.
- + PC skills.

+ Ability to work a flexible schedule (rotation of nights and/or weekends).

Work Location:

Bates Mill #3 (140 Mill Street)

Business Line:

TD Bank AMCB

Job Category – Primary:

Operations & Underwriting

Job Category(s):

Operations & Underwriting

Province/State (Primary):**

Maine

City (Primary):

Lewiston

Job Family:

Retail / Commercial Operations

Time Type:

Full Time

Employment Type:

Regular

Work Remotely:

Nationwide

Federal law prohibits job discrimination based on race, color, sex, sexual orientation, gender identity, national origin, religion, age, equal pay, disability and genetic information.