



Loan Processor Job Description

Purpose: This position is responsible for assisting and managing all phases of loan processing from initial loan, preparing a complete Loan application for underwriting in a timely, professional, and accurate manner and through loan closing.

Expectations: The Loan Processor is highly skilled in all automated underwriting systems, desktop originator and loan prospector. The Loan Processor has comprehensive knowledge of underwriting and qualifying guidelines of all mortgage products offered to customers.

Supervisor: Lending Director

Major Responsibilities

- Process loan applications for both first mortgage loan products and secondary mortgage products efficiently and timely with the goal of meeting closing date.
- File Review verifies all borrower documents for completeness and program compliance (employment, income, assets, rental, and credit history).
- Responsible for ordering appraisal and appraisal tracking.
- Responsible for gathering required loan conditions on files as identified by the wholesale lender.
- Maintains loan files in accordance with standard labeling requirements.
- Addresses potential delivery delays to Lending Director.
- Keep current on underwriting guidelines and documentation requirements for conventional loans, FHA, VA, USDA, First Home and Portland Housing Center's Mortgage Assistance Program (MAP) secondary mortgage product and all other Portland Housing Proprietary programs
- Keep CMS loan files and agency customer tracking database updated with accurate pipeline and loan tracking information; in addition, document any issues with the loan file reviewed.
- Creates Loan Submission Packages and submits to underwriting.
- Communicate with financial institutions, employers, landlords and others as needed to obtain verifications.
- Complies with all applicable regulations, policies, and procedures
- Make optimal use of time to meet performance goals and provide high quality customer service.
- Support as a backup for Sr. Loan Processor for funding secondary mortgage products.
- Perform any additional duties/activities assigned by management.

Required Qualifications

- 3+ years professional experience in mortgage lending Processing or Mortgage Lending Underwriting.
- Familiarity with underwriting guidelines for affordable lending products.
- Working knowledge of Originating CMS and Microsoft Office Suite.
- Current CONV, FHA, USDA and Va Mortgage Experience.

Competencies, Knowledge, Skills & Abilities:

1. Excellent oral, written, and presentation skills.
2. Able to multi-task, prioritize workload and meet deadlines.
3. Able to service a multi-cultural customer base; ability to perform within established timelines.
4. Experience in layered financing.
5. Fluency in both English and Spanish Preferred.

Working Conditions

The position is full-time. PHC provides a typical office environment. This is a full-time position located in Portland, OR. PHC operates on a hybrid work model (currently at least two 8-hour days per week in the office) which is subject to change. Ability to work occasional evenings and weekends and travel to other training locations is periodically required.

Benefits

The salary range for this full-time position is \$57,051-\$65,000, commensurate with experience and skills. Portland Housing Center offers excellent benefits, including PTO, flex time, medical, dental, vision & prescription insurance, FSA plan, 401k with employer contribution, short-term disability, and optional life, AD&D insurance, & long-term disability.

Portland Housing Center is an Equal Opportunity Employer; employment decisions are made without regard to race, color, creed, sex, national origin, religion, age, handicap, disability, sexual orientation, family relationship, marital status, political affiliation or any other reason prohibited by law.

Furthermore, we strongly encourage women, people of color, and individuals from underrepresented backgrounds to apply, even if you don't meet every single requirement listed. Research shows that women and people of color often hesitate to apply unless they meet all the qualifications listed—but we believe that passion, potential, and diverse perspectives are just as important. If this role excites you and you think you could be a great fit, we want to hear from you! We are committed to building an inclusive organization, which includes individuals from less traditional backgrounds. Your unique experiences and insights are valued and could have a meaningful impact on the work we do.

How to apply

Submit Cover Letter & Resume by email to hr@portlandhousingcenter.org. This position is open until filled.

Cover Letters are required; incomplete submissions will not be considered.