

## Position Announcement

Mortgage Loan Originator - Bilingual

---

Want to make a difference? Join the award winning team at Hope Credit Union (HOPE), one of the nation's leading community development organizations. For over 20 years, HOPE has been improving lives by helping entrepreneurs, homebuyers, families and communities become more financially secure. Since 1994, HOPE has generated more than \$2 billion in financing and assisted over 650,000 people across the Mid South.

### Job Summary

The Mortgage Loan Originator originates home loans, counsels customers in mortgage financing, provides appropriate disclosures, and develops mortgage referral sources. This position is located in the Little Rock, AR office.

### Essential Duties and Functions

- Counsel customers in mortgage financing, take applications and provide appropriate disclosures
- Develop and maintain referral sources
- Represent HOPE at functions
- Work with other HOPE staff and customers to facilitate processing of application and loan closing
- Prepare customers for processing and closing procedures and inform them of the funds needed for closing
- Respond to customers in a timely manner
- Provide excellent customer service

### Competencies/Skills

- Working knowledge of Microsoft Office products including Word, Excel, Access
- Working knowledge of Calyx Point
- Ability to read and interpret documents, write routine reports and correspondence
- Ability to communicate with closing agents, correspondent lenders and other staff
- Ability to use full functions of calculator
- Ability to compute rate, ratio, percent, and interpret data
- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- Excellent customer service and verbal communication skills
- Ability to relate well with customers and business affiliates

### Preferred Education and Experience

Bachelor's degree in relevant field

One to three years of mortgage experience (secondary lending)

Knowledge of secondary lending, including FHA, VA and conventional loans

Knowledge of compliance requirements and regulations

Familiarity with Calyx, Desk Top Underwriting and/or Loan Prospector

\*Must be fluent in Spanish and English

HOPE offers a competitive salary and comprehensive benefits package. Visit [www.hopecu.org](http://www.hopecu.org) to learn more about our organization. Qualified candidates may submit a resume to [hr@hope-ec.org](mailto:hr@hope-ec.org).

Hope is an Equal Employment Opportunity Employer

**Better Banking. Better Lives.**  
*Hope Credit Union is an equal opportunity employer.*