



Job Description

JOB TITLE:	Outside Retail Loan Officer	JOB CODE:	
DEPARTMENT:	Retail Sales	JOB GRADE:	
DIVISION:	Retail	ORIENTATION:	Production
FLSA STATUS:	Non-exempt	REVISION DATE:	Issued 4/12/10

POSITION REPORTS TO Branch Manager
POSITION(S) SUPERVISED N/A

As an employee of Ovation Home Loans, you become part of a company culture that is committed to customers, employees, investors, and the communities in which we do business. Ovation Home Loans is an established, growing and successful Direct Mortgage Lender that is a wholly owned subsidiary of a Nationally Chartered Bank with lending authority in all 50 states. We are growing in size and are expanding our Branch network nationwide.

With today's rapidly changing marketplace, your role as an Outside Retail Loan Officer is as important as ever. Focused on marketing activities and promotional strategies to attract new purchase business, you will aggressively promote Ovation Home Loans to real estate agents, builders, developers, financial planners/CPAs, attorneys and other referral sources.

Essential Job Functions

Use your interpersonal and communication skills to generate referral business, leads, and relationships with individuals, existing clients, past clients, and Real Estate Professionals. Participate in training for marketing, sales, and scenario techniques to effectively sell, package, and close residential mortgages. Take thorough and complete loan applications; analyze and prequalify applicant information to determine viability of the client's desired loan program. Pull credit, analyze credit, enter data into Loan Origination Software and compare for accuracy with the mortgage borrower's statements. Correct inaccuracies and determine the correct loan options for the borrower based upon the applicant's present situation, future plans, and preferred loan product. Provide guidance and information relevant to the risks and benefits of each program the applicant is qualified for; effectively explain and communicate the terms of each product and ensure all documents necessary are signed by the borrower. Gather all initial documentation required based upon the applicant's selected loan program and the 1003. Provide the initial loan application package to the loan processor for review, stacking, and pre-submission audit. Work with the loan processor to provide any letters of explanation, or additional documentation as necessary and required by underwriting to clear all conditions and close each loan. Loan officer will primarily work from home and in the field.

Minimum Requirements

- High School diploma or equivalent required
- College degree preferred
- Minimum two year's recent mortgage loan origination/sales experience with an emphasis on government and prime lending
- Current referral relationships with referral Real Estate offices
- Ability to work with a minimum supervision
- Prior experience working with automated Loan Origination Systems
- Proficiency with Microsoft Office

Knowledge/Skills/Abilities

- Strong sales ability with a strong motivation to succeed
- The ability to create, implement and adapt a market penetration strategy for lead development, prospect to client conversion, and client to close conversion.
- Excellent verbal and written communication skills
- Thorough working knowledge of all mortgage products, guidelines and market conditions required
- Develop relationships with real estate professionals, builders and other business referral sources
- Understand real estate appraisals, title reports, and real estate purchase transactions
- Analyze detailed financial and credit data, matching customer needs with an appropriate loan program and level of risk
- Previous experience with business to business sales (required)

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Additional functions and requirements may be assigned by management as deemed appropriate. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.