

Job Description : Disclosure Specialist

In order to provide our customers with the best products and services in the industry, we need the best people in the industry. ClearPoint Funding is always interested in adding talent to our team and we are willing to pay for it. Our commission structures are confirmed as generous compared to market standard and our benefits are best in class (including medical and dental coverage on day 1 of employment). If you are interested in learning more about how you can join this growing team please send your resume to hresources@clearpointfunding.com.

Summary:

Maintain a ClearPoint disclosure fax and email box with incoming disclosure requests from brokers, accurately disclose ClearPoint lender disclosures to the borrower/broker, and keep a record of disclosures within both Lender's Office as well as an internal Share Point site.

Description of Requirements:

- A high school diploma or equivalent and/or
- Minimum two years experience processing wholesale residential mortgage loans, preferably government and conventional.
- Good verbal and written communication skills
- Strong organizational skills and proven ability to work under pressure to tight deadlines in a changing environment
- Results driven with great administration skills and attention to detail
- Good computer skills including word and excel
- Flexible team player with a 'can-do' attitude