



## **CURRENT JOB OPENING**

### **Post Closer-Shipper/Secondary Market**

We have an exciting full time opportunity in the Dedham Savings Secondary Market Department reporting to our Vice President/Secondary Market. The ideal candidate for this position will be responsible for the following:

- Maintain daily and monthly application reports
- Monitor all loans in the Dedham Savings pipeline and the correspondent pipeline
- Review all closed loan file documents for presence, completion, and quality
- Complete appropriate credit and collateral checklists for each loan
- Ensure each file is in compliance with internal Dedham Savings requirements as well as State and National Investor requirements and guidelines
- Prepare loan sales
- Ship closed loan files that are to be sold to the appropriate investors
- Follow up with all necessary parties regarding missing documentation
- Monitor investor rates daily
- Prepare and send out rate sheets as needed
- As needed, assist the Secondary Market/Vice President with pricing, registrations, and rate locks

The requirements for this position include:

- A minimum of one year's experience in the mortgage banking and/or banking industry
- Awareness of mortgage banking products and services
- Familiarity with mortgage banking compliance regulations
- Excellent organizational, communication, analytical, interpersonal, and leadership skills
- Ability to work independently in a fast-paced environment with strict deadlines
- Strong computer skills including Word, Excel, Access, with the ability to create and analyze data utilizing multiple sources
- Previous post closing and/or underwriting experience helpful, but will train the right candidate
- A BA/BS degree preferred by not required
- A strong desire to grow within the Bank

Please direct any interest to:

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or

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