



Position: Mortgage Processor – Bloomington, IL - Full-time, Part-time

About the Company:

Illinois State Credit Union is an organization where we are proud to say, “It’s My Credit Union”. We believe in providing MAGIC for our members, staff, and community. Illinois State Credit Union was founded in 1960 to serve employees of Illinois State University. The charter has since been amended and expanded to a full-service credit union to satisfy the needs of individuals living and/or working in McLean County, Logan County, Dewitt County, Livingston County, and Winnebago County.

We believe our job descriptions are the start of joining Illinois State Credit Union. A 'not my job' mentality does not fit our core values. We believe employees should dive in whenever they see a need. Going above and beyond is just part of our culture. We want to create MAGIC for our members and staff are always looking for new ways to do so. Illinois State Credit Union employees are empowered to take action. In our line of business, we can have a huge impact on people’s lives and we don’t take that lightly. Going above & beyond and thinking outside of the box is what creates that unforgettable experience for our Members & Communities!

About the Position:

We are looking for a Mortgage Processor to join our team! The person is responsible for a wide range of activities, including assisting with all aspects of the mortgage process, sales and process functions.

The scope: Properly prepare files for scanning, entry into the system, and proper storage. Ability to assume responsibility, display initiative, exercise good judgment. Prepare release documents, follow-up with staff, request missing documentation/signatures and prepare files for mailing. Assist the staff in the day-to-day responsibilities that they have in order to facilitate the loan request from start to finish. Answers phone calls, greet customers and prospective customers, and directs to appropriate personnel.

Skills and abilities: Excellent computer skills. Excellent knowledge of word processing and spreadsheet functions. Thorough understanding of loans, loan system, and Premier system. Must be able to work with a significant amount of detailed information in an accurate, timely, and confidential manner. High level of interpersonal skills to interact with customers and potential customers in a professional manner. Ability to multi-task between officers and support staff.

The above description reflects the details considered necessary to describe the job's principal functions and should not be construed as a detailed description of all the work requirements that may be performed in the position.

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