



Position Available: *Loan Specialist I*
Department: *Loan Operations*

- *Permanent full-time position*
- *37.5 hours per week*
- *Salary commensurate with experience*
- *Main Office, 75 Park St., Lee, MA - close to public transport*

POSITION SUMMARY

The Loan Specialist I is responsible for overseeing the building of a compliant mortgage or home equity file. Knowledge of the Secondary Market and Lee Bank's credit guidelines and policies are essential, as is attention to detail, timeliness and teamwork. Excellent customer service for both internal and external customers is a must. Loan Specialist I must maintain knowledge of and comply with Federal and State regulations that are appropriate for specific job responsibilities. This position works closely with the entire operations area, mortgage originators and community banking platform to create a complete, accurate and compliant file for underwriting.

Lee Bank operates with a Culture of Purpose where our intention is to empower employees, customers and our community by delivering local banking with service, sincerity and simplicity at all points of interaction

Skills & Requirements:

- Minimum of 2 years of mortgage processing or equivalent experience required
- Bilingual abilities are a plus

Competencies:

- Possess strong attention to detail, analytical and has exceptional organization skills
- Must be a self-starter with the ability to work independently, be proactive and take initiative
- Excellent PC skills and ability to learn additional programs as required
- Meet production and quality standards and maintain pipeline daily
- Maintain superior level of customer service skills with customers, vendors and co-workers.

Please respond by sending resume to:

Email: Susan Brown, SVP at sbrown@leebank.com

or

By Mail: Attention: HR Department - Lee Bank 75 Park St. Lee, MA 01238

***Lee Bank is an Equal Opportunity Employer and strong advocate of workforce diversity
Race/Color/Gender Identity/Religion/National Origin/Disability/Veteran***

#Leebank #Empoweredbanking #servicesinceritysimplicity

