



Position Available: Mortgage Underwriter
Department: Loan Operations

- *Permanent full-time position*
- *37.5 hours per week*
- *Salary commensurate with experience*
- *Main Office, 75 Park St., Lee, MA - Hybrid Remote work opportunity*

POSITION SUMMARY

Lee Bank is looking for a highly motivated, detail-oriented professional to work as a **Mortgage Loan Underwriter**. In this role you will ensure compliance with bank policies and all regulatory guidelines and procedures. Using our underwriting software, your work will help determine terms and assess risk for loans. Applicants must possess teamwork and customer service skills and have the ability to make decisions in a timely manner.

This position works closely with the entire loan 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:

- Experience in residential lending, reviewing credit documentation and underwriting
- In-depth understanding of secondary market guidelines and ability to repay
- Ability to multi-task and be willing to shift duties as required i.e., complete loan estimates, process and assist with closings.
- Ability to review legal documentation, title reports, insurance policies, flood certificates.
- Highly motivated with ability to work in a fast-paced environment. Outstanding written and oral communication skills.
- Accuracy and thoroughness in all aspects of execution of responsibilities.
- Minimum of 3 to 5 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