

**Mortgage Loan Support Specialist**

**Role:**

To assist members with their loan requests, providing clerical and administrative support needed to process and close member loans.

**Essential Functions & Responsibilities:**

* Accurately disburses and completes the post-closing processing, filing loan documents with appropriate parties as required.
* Provides customer service for members and completes document requests as required from other agencies.
* Reviews and completes Adverse Action & Withdrawn files.
* Maintains knowledge for regulatory and Credit Union policy and procedures.
* Performs other job-related duties as assigned.

**Knowledge and Skills:**

**Experience:** One year to three years of similar or related experience.

**Education:** A high school education or GED

**Interpersonal Skills:** Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

**Other Skills:** Must have good communication skills. Ten key calculator, typewriter, and keyboard skills.

**Please send resume to:** **hr@rrcu.org** **or River Region Credit Union, Attn: Human Resources, 3124 W Edgewood Drive, Jefferson City, MO 65109**