



Want your evenings and weekends back? **Mortgage Loan Processor** needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider. If you are a fun, energetic, person with great organization, follow-through and people skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Position duties include:

- Process mortgage loans for low income clients in Habitat's homeownership program;
- Manage Habitat's mortgage-counseling program to help ready future prospective applicants;
- Monitor and motivate clients as they progress through the family partnership program;
- Conduct outreach activities to build pipeline of qualified homebuyers. Liaison with external agencies and prepare and present program information for various audiences.

Qualifications include:

- Minimum 2 years' experience in mortgage loan processing;
- Goal and team oriented, a positive attitude with a good sense of humor, great people skills, with strong written and oral communication skills (**must be bilingual in Spanish**);
- Great organizational skills with proficiency in producing timely paperwork, adherence to policies and procedures, and effectively multi-tasking to meet deadlines with minimal supervision; Detail oriented with a big-picture view;
- Proficient computer skills with independent operation and utilization of Microsoft Office software programs including Word, Excel, PowerPoint, Publisher, and Outlook, Adobe Acrobat Pro, and loan origination and processing software;

This full-time position generally works Monday-Friday. Normal office hours are 8:00 a.m. – 5:00 p.m. however there are some evening hours several days a month on pre-scheduled class days. Occasionally there will be Saturday meetings and events. Habitat offices, facilities, job-sites and vehicles are all smoke and tobacco free environments. Selected candidate will be joining a highly effective, efficient, and high performing team!

EOE. Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn: MLOP

- By email with "MLOP" in the subject line to jobs@HabitatSA.org, OR
- By fax to (210) 223-5536, OR
- By mail or delivery to Habitat's administrative office to Attn: MLOP, 311 Probandt, San Antonio, TX 78204

Filling this position is a priority so please apply promptly! The job posting will close if and when a suitable candidate is hired. For more information, please visit our web page habitatsa.org