

Family Services Mortgage Assistant

Posted: 7/24/2024



Mortgage Assistant needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider. We are seeking a proficient, results-oriented candidate with excellent computer skills for this important position. If you are a fun, energetic, detail-oriented person with good coordinating, multi-tasking, and computer 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 also provide paid vacation that increases with length of service, 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.

This position provides support to the Mortgage Specialist by preparing loan files for closing, assisting with loan application review, and mortgage underwriting. Position duties include, but are not limited to:

- Inputs data and generates all closing documents with accuracy;
- Works with Mortgage Specialist to develop and maintain closing schedule;
- Requests, collects, and reviews information from appraisers, surveyors, insurance providers, and other agencies;
- Coordinates with internal departments to ensure timely closings;
- Delivers documents to be recorded at the county courthouse;
- Prepares and maintains all underwriting and permanent mortgage files;
- Collects, receives and processes client loan qualification documents;
- Analyzes Mortgage Counseling Questionnaires to assess eligibility for homeownership programs;
- Provides additional administrative support to Mortgage Specialist, as needed.

Qualifications include:

- High School Diploma or GED;
- Minimum 2 years' work experience (can include internships, AmeriCorps, VISTA, etc);
- Goal and team oriented, a positive attitude with a good sense of humor, and great people skills;
- Great organizational and the ability to effectively multi-task to meet deadlines with minimal supervision;
- Strong written and oral communication skills-- bilingual in Spanish is preferred;
- Attention to detail and experience proof-reading;
- Proficient computer skills with independent operation and utilization of Microsoft Office software programs including Word, Excel, PowerPoint, and Outlook;
- Must pass a background check and drug screening, must have and maintain a Texas driver's license and a good driving record.

This is a full time, hourly position. Normal work schedule is 8:00 a.m. – 5:00 p.m., Monday- Friday with occasional overtime. Habitat has a smoke and tobacco free environment.

EOE. Interested candidates should submit a cover letter and resume:

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

Filling this position is a priority so please apply promptly! The job posting will close when a suitable candidate is hired.