



150 Hauenstein Road \* P.O. Box 1148 \* Huntington, IN 46750  
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[www.bippusbank.com](http://www.bippusbank.com)

## Job Description

### Title

Mortgage Loan Processor

We are looking for a new team member in our growing Mortgage Department. This position is a full-time position. Qualified applicants should possess the following:

- Banking experience required.
- Overall knowledge of basic finance and accounting preferred.
- Must be a self-starter.
- Must be detail oriented.
- Must possess strong computer skills utilizing but not limited to Microsoft Outlook, Excel and Word.
- Possess strong communication skills.
- Possess strong research and comprehension skills.

### Primary Responsibility

Ensure the timely and accurate packaging of all loans originated by all mortgage loan officers. This includes – but is not limited to – correspondence with service providers, inputting data, preparing initial disclosures, and closing documents, assisting with the underwriting process, managing rate lock contracts, and correspondence with customers.

### Employment Classification

Full-time (40 hours per week)