

First Financial Federal Credit Union

Position: Loan Administrative Assistant

Location: Freehold, NJ

Salary Range: \$19 - \$20 Hourly

SUMMARY

Performs a variety of noncomplex and complex clerical duties related to consumer and mortgage loans in accordance with policies and procedures. Works as a team with all loan officers to gather information required for Consumer and Mortgage loan applications.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Understand, comply, and follow all the credit union's policies/procedures, banking rules, regulations, and laws including but not limited to NCUA regulations, Bank Secrecy Act regulations, Regulation Z and Regulation B
- Register for NMLS and complete required training.
- Answer member phone inquiries for mortgage or consumer loan information or maintenance.
- Assist loan officers in the preparation of pre-funding worksheets, loan documentation checklists and any other communications necessary to process the loan.
- Quoting, preparing and archiving payoff letters.
- Prepares/composes written correspondence and memos as requested by loan officers
- Mail out and file Adverse Action Notices
- Process incoming mail which includes payoffs and insurance declarations/cancellations
- Check department voice mails and distribute to appropriate loan officer
- Follow up for closing stipulations with the branches, as needed
- On a quarterly basis, process and send real estate tax checks
- Maintain tax bill files and Home and Car Insurance
- Mortgage Servicing as needed
- Ordering Visa cards once approved
- Performs notary services as needed
- State National forced place insurance processing and tracking
- Prepares loan and Visa accounts for referral to outside agencies - gathering information, scanning documents and sending emails.
- Other duties as assigned

QUALIFICATIONS, SKILLS AND ABILITIES:

- HS Diploma or equivalent
- 6 months to 2 years of similar or related experience.
- Proficiency in MS Office, especially Excel
- Good organizational skills and able to multitask
- Strong interpersonal skills
- Strong reading comprehension and written communication skills sufficient to perform job responsibilities.
- Ability to understand, interpret and carry out detailed written and verbal instructions while exercising sound judgment and attention to detail.
- Ability to research, collect and analyze data.
- Creative at problem solving and developing alternative solutions.
- Accuracy and attention to detail.
- Strong verbal communication skills:
- Ability to communicate effectively in one-on-one and small group settings. Speaks clearly and professionally, actively listens, asks clarifying questions when needed, and responds thoughtfully to questions and feedback.
- Good basic math skills.

As a First Financial employee, you'll enjoy a challenging work environment and an opportunity to make a difference. We offer paid training and a great benefits package including Medical, Dental, Rx, Vision, Life Insurance, Vacation, Sick, Personal, Tuition Assistance Program and Retirement Plan.

Equal Opportunity Employer/Veterans/Disabled