



### **Loan Processor**

This full-time role is on-site, Monday – Friday, typically 9am to 5pm, at our corporate office in Cranford, New Jersey. We are seeking an experienced, analytical loan processor to assess mortgage loans on residential properties. The successful candidate will be the liaison between potential borrowers and underwriting, conducting client evaluations, gathering/reviewing credit documentation, and ordering appraisal/title work.

### **Qualifications**

- Bachelor's Degree preferred.
- Three plus years of experience within banking and/or lending as a loan processor.
- Excellent interpersonal and communication skills
- Strong attention to detail and accuracy

### **Responsibilities**

- Collect credit documents from borrowers.
- Order and research applicant credit/background status.
- Prepare and issue term sheets.
- Interface with clients establishing needs and suitable types of loans.
- Provide best-in-class customer service.
- Order appraisals and review for accuracy.
- Work with settlement companies and law firms.
- Manage the loan origination/pipeline management system.
- Prepare loan summaries for underwriting.

### **About Unitas Funding LLC**

Unitas is a direct lender serving real estate investors nationwide. We offer short term financing to investors acquiring 1-4 family homes, multi family, ground up construction and development, aimed at adding value or retaining property, in a rental portfolio.

Benefits include healthcare coverage, disability/life insurance benefits and a 401k plan. We offer a competitive salary with potential for annual bonuses. <https://www.unitasfunding.com>

Unitas Funding is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, age, or any other protected status.

*Unitas Funding does not accept resumes or referrals from placement agencies, staffing vendors or other external parties seeking recruitment fees.*