



Post Closing Specialist – Job Posting

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, Post Closer who will ensure all post closing tasks are completed accurately and efficiently on newly originated residential mortgages. The successful candidate will work closely with Unitas' Servicers, Custodians, borrowers and 3rd party vendors.

Qualifications

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

Responsibilities

- Board newly originated loans with a 3rd party Servicer
- Review loan documentation for accuracy, completeness, compliance with company guidelines.
- Upload, label, archive, cure any/all loan documentation into LOS and internal systems.
- Perform an overall quality control check on applicant contact information, term sheets, approvals etc.,
- Ensure proper recording of mortgages, assignments, and other legal documents
- Coordinate collateral shipments to Custodian, warehouse line partners
- Handle draw requests and order inspections
- Reach out to borrowers who have missed payments and/or are reaching maturity and/or have not requested draw request inline with percentage of completion vs loan term.
- Responsible for post close borrower inquiries, including borrower payments, VOMs, payoffs, release of collateral
- Overall support liaison between underwriting, closing, servicing/third party servicing, payment processing.

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.