



Baird & Warner is currently seeking to fill a Loan Officer position in our city and suburban Office locations.

POSITION: **Loan Officer**
LOCATION: **City and Suburban Sales Offices**
DEPARTMENT: **Financial Services**

Responsibilities include:

- Responsible for origination of quality residential mortgages.
- Complies with all applicable laws, regulations and lending policies.
- Uses company programs for providing services and developing new business.
- Develops relationships and solicits loan applications through pro-active contact with local Realtors, attorneys, financial planners, and other referral sources.
- Provides services to current and prospective customers seeking residential mortgage loans.
- Interviews applicants to develop information concerning their needs.
- Obtains and analyzes pertinent financial data for each loan applicant.
- Ensures loan applications are complete and accurate according to policy.
- Interviews applicants, and examines, evaluates, and recommends approval of customer applications for first mortgages, second mortgages, lines of credit, and multi-family/commercial loans.
- Analyzes applicant financial status, credit, and property evaluation to determine feasibility of granting a loan.
- Stays informed of trends and developments in the local market as well as the changing rules and regulations.
- Calls on existing or potential customers to develop and retain business.
- Corresponds with applicants and/or creditors to resolve questions regarding application information.

Qualifications for the position:

- Proven sales experience and relationship building skills
- Experience and skill in laptop origination
- Excellent communication skills as well as PC skills.
- Needs to be self-starter able to handle multiple tasks.
- Must possess excellent follow up skills with internal and external customers at all levels.
- Demonstrate proven ability to multi task in a fast paced, ever-changing environment, working independently and using sound business judgment while fostering profitable business relationships.
- At least 2 years' residential lending experience is preferred.
- Desktop Underwriting and/or Loan Prospector experience preferred.
- Superior sales, interpersonal, leadership, planning, and marketing skills.
- Ability to work effectively across functional and organizational lines.
- Strong problem resolution and facilitation skills.
- Must be diligent in networking real estate agents and attorneys to obtain additional business.
- Will have strong knowledge of conventional loan programs. Knowledge of FHA/VA loan programs is desirable.
- Data entry competency to use technology for lead management and POS functions

All Loan Officers are paid strictly on commission. Resumes should be submitted to jobs@bairdwarner.com. Please reference Job 24.

Baird & Warner is an equal opportunity employer.