



Mortgage/Commercial Lending Support Specialist

Hartsville, S.C.

Join our team at SPC Credit Union as a Mortgage/Commercial Lending Support Specialist! Your role is crucial in upholding our mission of providing exceptional service to our members. You will work closely with our lending staff to ensure loan files are complete and compliant, assisting with documentation and escrow responsibilities. Your responsibilities will also include handling insurance and tax bills, maintaining loan files, and addressing member inquiries and payments.

Key Responsibilities:

- Gather and distribute required documentation for Mortgage and Commercial Loan Officers
- Manage day-to-day escrow tasks, including updating account information and paying bills
- Assist in writing memos, sending applications, and contacting delinquent accounts
- Uphold Credit Union values of Compassion, Connection, and Community in all interactions
- Stay informed about SPC products and services to educate employees and members
- Support post-closing loan maintenance and secondary market sales
- Address member inquiries, payments, and loan maintenance
- Perform other assigned duties as needed

Qualifications:

- 3-5 years of relevant experience
- High school diploma or GED
- Strong interpersonal skills and professionalism
- Knowledge of mortgage lending and secondary market standards
- Proficiency in using office equipment and communication skills

Physical Requirements:

- Ability to lift up to 50 pounds and move throughout the work environment
- Comfortable with standing, sitting, and using a keyboard

If you are ready to contribute to a dynamic team and help our members achieve their financial goals, apply now to join SPC Credit Union as a Mortgage/Commercial Lending Support Specialist!

To inquire or apply for this position, please submit a resume to Allison at
alindner@recruitingsolutionsonline.com