

Career Opportunity

PromiseOne Bank is a community bank that would serve our community and its diverse population. As a community oriented commercial bank, we offer small business, commercial loans, mortgage loans, and customary banking services such as deposit products. We started our banking operation from our main branch in Gwinnett County and have expanded our geographic footprints to Dekalb and Fulton Counties in GA. We, also, have opened first out-of-state branch in Houston, Texas in 2019. In addition, we have loan production offices in New York, Texas, and Colorado. With this rapid growth, we are looking for new talents in following area(s):

[Job Title] Mortgage Loan Processor II in **[Department] Mortgage**

[Location] Duluth, Georgia

[Job Overview]

The Mortgage Loan Processor II is responsible from loan application to closing in the most expedient and convenient way for the borrower and other PromiseOne Bank employees. The Processor is responsible for verifying accuracy of mortgage loan files and submitting the files to Underwriting, clearing any conditions requested by the Underwriter, and coordinating closings. The Processor is also responsible for meeting all of the verification and documentation requirements of the program. They are responsible for communicating with, and working in conjunction with, Appraisal Vendor Companies, Insurance Companies, Closing Agents and other related parties. Additionally, after application, the Processor is the primary contact for the Borrower, the MLO and the Closing Agent.

[Requirements/Qualifications]

- High School or above
- 1 to 3 years residential mortgage processing
- Basic PC and Microsoft Office skills.
- CALYX origination system knowledge preferred
- Effective written, verbal, and organizational skills.
- Fluency in the English language

Bi-lingual in Chinese/English or Korean/English is preferred

We offer competitive compensation and excellent benefit package

- Medical, Dental, Vision, & Life Insurance
- 401(k), Paid Vacation and Sick Leave

If you are interested in working with us, please email your resume* to Career@promiseone.bank

*Document submitted will not be returned.

✉ PromiseOne Bank 2385 Pleasant Hill Road Duluth 30096 ☎ 678.385.0826

PromiseOne Bank is an Equal Opportunity Employer.

