



## Job Posting AVP - Mortgage Loan Officer

Oregon Community Bank is searching for a dynamic and highly motivated person to fill our full-time AVP - Mortgage Loan Officer position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to:

Human Resources, [careers@msbonline.com](mailto:careers@msbonline.com)

### Summary:

The AVP - Mortgage Lender (AVPML) proactively solicits new residential mortgage business and sells mortgage products to meet established loan quality and production goals.

### Essential Duties and Responsibilities include the following:

- Continually identifies, develops and maintains a quality network of business relationships that serves as a recurring source of referrals for new mortgage lending opportunities
- Responds to customer inquiries and referrals that are generated from both their own contacts and from other Bank business channels
- Ensures exceptional customer experience by overseeing loan process from origination to close and providing on-going communication to customers and business partners.
- The AVPML ensures exceptional customer service by maintaining thorough knowledge of lending programs, policies, procedures and regulatory requirements, demonstrating a commitment to professional ethics, complying with all Federal and State compliance policies and adhering to HMDA requirements.
- Work with Mortgage Loan Processors, Underwriters, Loan Closers and Sr. Management directly to ensure that loan documents are submitted in a timely manner following Federal Government requirement for early disclosures and closing disclosure.
- Maintain current and thorough knowledge of all lending programs, policies, procedures and regulatory requirements.
- Identifies appropriate opportunities to sell additional products.

### Required Qualifications / Skills / Abilities:

- High School Diploma, Bachelor's Degree preferred
- Solid time management skills and the ability to organize prioritize and perform multiple tasks simultaneously.
- Ability to communicate clearly and effectively, both verbally and in writing, across a variety of audiences.
- Ability to analyze and comprehend complex financial data and provide financial alternatives.
- Professional and effective interpersonal skills.
- Enthusiasm for assignments and the ability to meet established timelines.

733 N. Main Street  
Oregon, WI 53575

P 608-835-3168

[onecommunity.bank](http://onecommunity.bank)