

Post-Closing Analyst (Mortgage) – Part-Time

Guardian Savings Bank is looking for a Post-Closing Analyst in their Mt. Airy branch. The position is for part-time employment.

The Post-Closing Analyst position will

- Handle post-closing mortgage loan document verification
- Validate system data entry as compared to mortgage loan documents
- Conduct follow-up document tracking with other departments & Title Companies

Requirements:

- High School graduate with an emphasis in mortgage loan documents preferred
- Previous Post-Closing experience a plus
- Strong communication skills, both verbal and written
- Must be organized and detail oriented
- Ability to work independently & efficiently in potentially high volume environments
- Knowledge in Microsoft Office; Excel, Word and Outlook needed