

CURRENT EMPLOYMENT OPPORTUNITIES AT NOVA HOME LOANS

Last Update: September 17th, 2018

Thank you for your interest in NOVA Home Loans as a career choice. NOVA Home Loans is looking for candidates that are able to work well in a fast-paced, team-oriented environment. Strong organizational skills and excellent attention to detail are required for all positions.

Below are our current job openings. Please click on the job title in the matrix below for more information about the position. If you are interested in being considered for a position, submit an application by clicking on the link located within the job description section of this document.

Please Note: Each position you are interested in requires a completed application. A resume may be attached to supplement the application.

IMPORTANT: Please ensure you select the correct "Branch/Location" for the position you are applying.

ARIZONA – Maricopa

<p><u>Arrowhead</u> 15396 North 83rd Avenue Peoria, AZ 85381</p> <p><i>No Open Positions At This Time</i></p>	<p><u>Chandler</u> 3075 West Ray Road Chandler, AZ 85018</p> <p><i>No Open Positions At This Time</i></p>	<p><u>Gilbert Forum</u> 1528 East Williams Field Road Gilbert, AZ 85295</p> <p><i>No Open Positions At This Time</i></p>
<p><u>Maricopa Operations Center</u> 7310 North 16th Street Phoenix, AZ 85020</p> <p><i>No Open Positions At This Time</i></p>	<p><u>Phoenix</u> 3900 East Camelback Road Phoenix, AZ 85018</p> <p><i>No Open Positions At This Time</i></p>	<p><u>Scottsdale</u> 8800 East Raintree Drive Scottsdale, AZ 85260</p> <p><i>No Open Positions At This Time</i></p>
<p><u>Spectrum</u> 6720 North Scottsdale Road Scottsdale, AZ 85253</p> <p><i>No Open Positions At This Time</i></p>		

ARIZONA – Tucson / Southern Arizona

<p><u>Corporate</u> 6245 East Broadway Boulevard Tucson, AZ 85711 <i>No Open Positions At This Time</i></p>	<p><u>Green Valley</u> 210 West Continental Road Green Valley, AZ 85622 <i>No Open Positions At This Time</i></p>	<p><u>Northwest</u> 6893 North Oracle Road Tucson, AZ 85704 <i>No Open Positions At This Time</i></p>
<p><u>River Road</u> 1650 East River Road Tucson, AZ 85718 Loan Officer Associate</p>	<p><u>Sierra Vista</u> 77 Calle Portal Sierra Vista, AZ 85622 <i>No Open Positions At This Time</i></p>	<p><u>Sunrise</u> 3430 East Sunrise Drive Tucson, AZ 85718 <i>No Open Positions At This Time</i></p>
<p><u>Williams Centre</u> 5255 East Williams Circle Tucson, AZ 85711 <i>No Open Positions At This Time</i></p>	<p><u>Yuma</u> 454 West Catalina Drive Yuma, AZ 85364 <i>No Open Positions At This Time</i></p>	

CALIFORNIA

<p><u>La Jolla</u> 9255 Towne Centre Drive San Diego, CA 92121 <i>No Open Positions At This Time</i></p>

NEVADA

<p><u>West Las Vegas</u> 8345 West Sunset Road Las Vegas, NV 89113 <i>No Open Positions At This Time</i></p>

COLORADO

<p><u>Cherry Creek</u> 50 South Steele Street Denver, Colorado 80209 <i>No Open Positions At This Time</i></p>	<p><u>Colorado Springs</u> 1125 Kelly Johnson Boulevard Colorado Springs, CO 80903 <i>No Open Positions At This Time</i></p>	<p><u>Denver Tech Center</u> 8055 East Tufts Avenue Denver, CO 80237 <i>No Open Positions At This Time</i></p>
<p><u>Highlands Ranch</u> 1805 Shea Center Drive Highlands Ranch, CO 80129 Branch Business Development Coordinator</p>	<p><u>Westminster</u> 11080 Circle Point Road Westminster, CO 80020 <i>No Open Positions At This Time</i></p>	

DETAILED POSITION INFORMATION

IMPORTANT: Please ensure you select the correct “Branch/Location” for the position you are applying.

BRANCH BUSINESS DEVELOPMENT COORDINATOR [\(CLICK HERE TO APPLY\)](#)

The successful candidate in this position will assess, evaluate, establish and develop business growth through referral source relationships, business-to-business relationships, direct consumer contact, referrals, public relations and other effective activities for a specific branch of NOVA. In addition, the incumbent may also assist with Loan Officer recruitment.

Minimum Qualifications:

- Must have two to four (2 to 4) years’ experience in Real Estate, Fundraising, Networking and/or Business Development or other outside sales experience where making outbound calls were required.
- Bachelor's degree in sales, business development or related field preferred, not required
- One to three (1 to 3) years related mortgage experience preferred, not required.
- Specific job-related experience, education and demonstrated skills may be substituted for formal degree requirement.

Examples of Duties:

- Develops business through:
 - Direct consumer contact.
 - Builds relationships with realtors, financial planners, and other referral sources and connecting them with NOVA Loan Officers. This includes making outbound calls.
 - Maintains and grows NOVA Business-to-Business (B2B) relationships by meeting with Human Resources Managers, providing marketing materials to business partners, giving presentations to employees, and acting as a project manager over these critical relationships.
 - Facilitates classes, seminars and other presentations to communicate NOVA’s messages.
 - Active participation in community events or groups that provide business development opportunities.
- Oversee the production of appropriate marketing collateral, promotional material inventories.
- Recruits qualified Loan Officers to join NOVA Home Loans by identifying candidates, contacting them via phone and email to initiate conversations, interviews, and attending networking events.
- Submit weekly summary of activities.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Demonstrated interpersonal skills to establish and maintain good working relationships.
- Use of independent judgment, tact, diplomacy, flexibility, professionalism and discretion desirable.
- Basic analytical, numerical, and problem-solving skills.
- Excellent written and communication skills.
- Excellent presentation skills.
- Excellent customer service skills.
- Self-starter and able to work under deadlines with minimal supervision.
- Able to work a flexible schedule.
- Must have public speaking and presentation skills.
- Must be computer-literate and have the ability to use MS Word, MS Excel, and MS Outlook.

LOAN OFFICER ASSOCIATE

[\(CLICK HERE TO APPLY – RENE ACOSTA TEAM RIVER\)](#)

The Loan Officer Associate proactively supports assigned loan origination team to originate mortgage loans, and enhance business relationships which will generate future loans. Consult and advise customers regarding which financial products best meet customers' needs based upon detailed analysis. Perform work directly related to the general business operations of the origination team, NOVA and NOVA's customers.

Minimum Qualifications:

- Requires a Loan Originator License and the incumbent must maintain the license in good standing; and
- Requires a High School Diploma or GED; and
- A minimum of two (2) years of recent work experience as a Loan Officer, Underwriter or Processor within the mortgage industry.
- Bilingual Spanish.
- Previous experience in a field requiring customer service preferred.

Examples of Duties:

- Delivers superb customer service, including competently coordinating and directing all aspects of the loan process, keeping the customer well informed of same, and providing information and required documentation to customers in a timely manner.
- Counsels and pre-qualifies potential customers, including the obtaining of complete and accurate loan application information, analyzing such information, and advising customers regarding all aspects of the loan process, feasibility of granting loan and alternative financial products available.
- Collects and analyzes information regarding customer's income, assets, investments or debts; determines which financial product best meet the customer's needs and financial circumstances; advises the customer regarding the advantages and disadvantages of various financial products and credit options; and markets, services or promotes financial products offered by NOVA. Provides an "Items Needed Worksheet" and schedules an appointment with the client.
- Directs, manages and coordinates all aspects of each individual loan that is originated from application to closing, including communications with the customer and the loan personnel.
- Collects and confirms the accuracy of all necessary supporting loan documentation, including credit histories, financial statements along with the appropriate fee and lock-in information, and ensure all loans conform to all applicable terms and guidelines.
- Conducts extensive research on subjects related to loan industry including, but not limited to: applicable regulations related to NOVA products; market strategies; potential new audiences for products; and industry standards and developments.
- Responsible for researching products and underwriting guidelines; stays informed of market trends and developments; stays abreast of new types of loans and other financial services and products.
- Obtains pricing, secures and locks precise loan terms, and effectively communicates loan details and terms with clients.
- Exercises sound professional judgment in all matters related to NOVA including knowledge of products, statutory and other requirements, identifying client needs.
- Responsible for understanding and complying with all laws, rules and regulations pertaining to all types of mortgage loans.
- Supports loan officer in generating bona fide business leads and developing referral business in order to locate prospective customers.

- Regularly monitors and manages NOVA Returns to identify and pursue viable leads. Monitors database for accuracy and potential marketing opportunities.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of, and strict compliance with, all applicable federal, state and local laws, rules and regulations regarding all types of mortgage loans.
- Able to maintain high level of confidentiality regarding private, trade secret and/or proprietary information.
- Knowledge and understanding of computer software programs such as Microsoft Word, Excel, and Outlook as well as mortgage tracking software.
- Effective oral and written communication skills; excellent responsiveness to customers and NOVA personnel.
- Must be able to read, write, and speak in English.