

CURRENT EMPLOYMENT OPPORTUNITIES AT NOVA HOME LOANS

Last Update: January 16th, 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 <i>No Open Positions At This Time</i></p>	<p><u>Chandler</u> 3075 West Ray Road Chandler, AZ 85018 Branch Loan Coordinator Expeditor</p>	<p><u>Gilbert Ranch</u> 1528 East Williams Field Road Gilbert, AZ 85295 Technical Marketing Coordinator</p>
<p><u>Maricopa Operations Center</u> 7310 North 16th Street Phoenix, AZ 85020 <i>No Open Positions At This Time</i></p>	<p><u>Phoenix</u> 3900 East Camelback Road Phoenix, AZ 85018 Branch Business Development Coordinator</p>	<p><u>Scottsdale</u> 8888 East Raintree Drive Scottsdale, AZ 85260 Loan Officer Associate</p>
<p><u>Spectrum</u> 6720 North Scottsdale Road Scottsdale, AZ 85253 <i>No Open Positions At This Time</i></p>		

ARIZONA – Tucson / Southern Arizona

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

CALIFORNIA

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

NEVADA

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

COLORADO

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

The candidate must have two (2) to four (4) years' experience in Mortgage, 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 is preferred, but not required. The successful candidate must have public speaking and presentation skills. The candidate must be computer-literate and have the ability to use MS Word, MS Excel, and MS Outlook.

Additionally, the successful candidate must have excellent written and verbal communication skills with demonstrated interpersonal skills to establish and maintain good working relationships, as well as use independent judgment, tact, diplomacy, flexibility, professionalism and discretion desirable. As self-starter and able to work under deadlines with the ability to work a flexible schedule is a must.

Essential Job Functions:

- 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.
- Submit weekly summary of activities.
- Perform other duties as assigned.

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

This position supports the production pipeline of the branch(es) and assists in the management and coordination of loans which have been fully negotiated/originated by the licensed Loan Officer or Loan Officer Associate. This position is responsible for reviewing files for adherence to underwriting standards and to ensure completeness of the file upon submission to underwriting. This position contacts borrowers to collect necessary documentation and acts as a liaison between origination and processing.

The successful candidate must have 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. The successful candidate will have knowledge of applicable federal, state and local laws, rules and regulations regarding all types of mortgage loans.

Previous experience in a field requiring customer service along with a Mortgage Loan Origination License is preferred, not required.

The successful candidate will have the ability to maintain high level of confidentiality regarding private, trade secret and/or proprietary information. The candidate should have knowledge and understanding of computer software programs such as Microsoft Word, Excel, and Outlook as well as mortgage loan origination software. Effective oral and written communication skills, excellent follow-up/follow through skills, and strong attention to detail skills are needed for this position. The successful candidate will have the ability to work in a fast paced work environment and maintain quality and composure under pressure while working independently and as part of a team.

Examples of Duties:

- Receives application from Loan Officer/Loan Officer Associate and reviews for completeness and accuracy using the DIRFT process, providing feedback to the origination team where appropriate.
- Meets with borrowers to sign disclosures after file has been fully negotiated by the licensed loan originator. Collects documentation, disclosures, conditions and required paperwork; collects appropriate fees.
- Reviews file to ensure all documentation is supplied and correct. Provides borrower with checklist of additional documentation required with a due date on when the documents are to be returned.
- Responsible for calculation and accuracy of income for qualification.
- Meets with origination team to assist with outstanding questions on loan programs, qualification, income calculations, etc.
- Ensures all data entry in LOS is accurate in accordance with rules and regulations.
- Resolves file problems, bottlenecks and qualifying issues throughout production process.
- Answers borrower's inquiries relating to loan application status to ensure quality customer service.
- Other duties as assigned by Vice President of Production Operations and/or Branch Manager.

EXPEDITOR (CLICK HERE TO APPLY)

The successful candidate will provide administrative, clerical and receptionist support for the branch/office. This position has direct contact with customers and employees, so excellent customer service skills are a must.

The successful candidate must have a minimum of one (1) year of work experience, preferably in an office with a high call volume as well as a high school diploma or GED.

The successful candidate must be able to work independently or as part of a team; must possess ability to type; comfortable on a computer and able to operate and manage high call volume on a multi-line phone system, and use other office equipment like fax machines and copiers; have the ability to multitask and prioritize when there are multiple project deadlines; must be detailed oriented, have good written and verbal skills, and proficient with Excel, Word and Outlook.

Essential Job Functions:

- Answers phones and provides assistance or transfer calls to appropriate person in a timely fashion
- Greets clients, vendors, visitors, and employees upon entering location in a professional and positive manner
- Faxes documents as needed
- Assists multiple department with filing and other administrative tasks
- Assists with special projects as time permits

- Makes client copies and receipt of fees when necessary
- Oversees all mail-related functions for the office, including sorts and distributes incoming mail to all suites; logs in all TNT and courier packages; delivers TNT and Fed-Ex; prepares outgoing interoffice TNT; prepares outgoing Fed-Ex packages; posts outgoing mail; brings outgoing mail to USPS receptacle; and maintains postage meter
- Pulls files and documentation from both onsite offsite retention areas, as requested
- Performs supply inventory and orders as necessary
- Ensures that copiers, faxes, and printers are in good working order; requests equipment service as needed; Stock copiers, faxes, and printers with paper

FACILITIES COORDINATOR [\(CLICK HERE TO APPLY\)](#)

This position provides day-to-day facilities-related support to branch and department management as well as to employees in a timely manner while providing excellent customer service. This position works closely with the Facilities Manager, other members of management and vendors to ensure branch openings, office moves and maintenance requests are completed in a timely manner.

Minimum Qualifications:

- High School Diploma or GED
- Minimum of two (2) years customer service-oriented experience
- Minimum of two (2) years facilities-related coordination with light maintenance experience preferred, not required.
- Proficient with MS Windows and Office applications.
- This position requires the ability to work flexible hours, including weekends, to meet the needs of the business.
- This position requires travel; valid driver's license and reliable transportation is essential.

Examples of Duties:

- Acts as liaison between NOVA branches and vendors
- Oversees vendors to ensure timely moves and branch openings; may arrange for furniture storage and delivery
- Assembles furniture as needed; may need to assist with moving computers
- Researches vendors and collects bids as directed; coordinates vendors for office moves and branch openings
- Works with Branches, Expediting and Corporate Departments on office moves and branch openings to ensure that Infrastructure Services, Marketing, Human Resources, and other impacted departments are aware of pending opening or office moves and appropriate materials and equipment are provided
- Works with managers to determine office assignments and locations of company equipment such as copiers, printer, fax machines, computers and phones
- Accesses and replaces broken or damage furniture
- Logs and generates facilities-related expense reports
- Manages inventory control process and procedures
- Updates and maintains accurate information in Facilities ticketing system
- Sets up computers, monitors, and telephones, when necessary, for end users
- Completes checklists to ensure that all aspects of moves and branch openings are completed
- Ensures that branches and offices are within Federal and State safety regulations
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal, state, and local laws, rules, and regulations in order to ensure compliance
- Effective communication skills, both verbal and written
- Ability to work independently and as part of a team
- Must possess excellent customer service skills
- Demonstrates ability to be proactive and has strong follow-up and follow-through skills
- Strong organizational skills
- Ability to manage priorities in a fast past environment

INTERNAL AUDITOR [\(CLICK HERE TO APPLY\)](#)

The Internal Auditor will perform compliance, operational, and financial internal audit projects under supervision. The successful candidate will help evaluate and enhance NOVA's internal controls, compliance with regulatory requirements, operations, and accounting processes. The incumbent will offer management suggestions for mitigating risks and propose process improvements. The audit work may span the full-range of NOVA's mortgage operations.

Minimum Qualifications:

- Bachelor's Degree in Accounting, Finance, Business Administration, or related- field; or 2 years internal audit experience in reviewing and analyzing business processes, analyzing data, preparing and documenting work papers, and drafting audit reports, or a combination of experience and education, is required.
- Recent mortgage industry experience, preferred, not required.

Examples of Duties:

- Read and review the requirements of state and federal mortgage regulations and agency requirements relevant to an assigned audit.
- Read and review NOVA's internal policies and procedures; and assess their adequacy against state and federal laws and regulations.
- Interview personnel in area under audit to understand key business objectives and processes. Outline processes and procedures in flowchart and narrative form. Identify risks to achieving business objectives.
- Document and evaluate the adequacy and effectiveness of internal controls for assigned department or operational area. Identify control strengths and weaknesses.
- Schedule and coordinate audit testing with other NOVA departments as necessary.
- Design and perform other audit tests, including document reviews, checklists, and interviews, as necessary for achieving audit objectives.
- Organize and analyze audit data for the purpose of establishing findings and recommendations. Document the results of audit work in accordance with Internal Audit department and the Institute of Internal Auditors (IIA) standards.
- Verbally communicate findings and draft audit report for review by Director of Internal Audit. Determine compliance with policies and procedures. Clearly identify risks and deficiencies, and recommend solutions and improvements.
- Research "best practices" as necessary for achieving audit objectives.
- Performs other related duties as required and assigned.

Knowledge, Skills, and Abilities:

- Excellent analytical skills; the ability to collect and analyze data, draw conclusions, and present findings in a straightforward, clear, and concise manner.
- Ability to find creative and compliant solutions to problems.
- Knowledge of mortgage operations and systems.
- Knowledge of SQL preferred but not required.
- Experience working with P&Ls and Financial KPIs preferred but not required.
- Strong attention to detail and organizational skills.
- Strong verbal and written communication skills, including effective presentation skills to peers and management. Ability to interact with all levels in the organization.
- Ability to establish effective working relationships.
- A service-oriented and teamwork mentality.
- Strong research skills.
- Moderate Excel skills.
- Ability to conduct effective interviews.
- Ability to work independently, manage time over the course of long-term engagements.
- Desire to continually learn and develop professional and technical skills.

LICENSED BRANCH LOAN COORDINATOR [\(CLICK HERE TO APPLY\)](#)

This position supports the production and pipeline of the branch(es) and assists in the management and coordination of loans which have been fully negotiated/originated by the licensed Loan Officer or Loan Officer Associate. This position is responsible for reviewing files for adherence to underwriting standards and to ensure completeness of the file upon submission to underwriting. This position contacts borrowers to collect necessary documentation and acts as a liaison between origination and processing.

The successful candidate must have 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. The candidate must have a Mortgage Loan Originator License and the license must be maintained and be in good standing.

The successful candidate will have knowledge of applicable federal, state and local laws, rules and regulations regarding all types of mortgage loans. The candidate must have the ability 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 loan origination software is preferred. The candidate must have effective oral and written communication skills, excellent follow-up/follow through skills, and strong attention to detail skills.

Examples of Duties:

- Receives application from Loan Officer/Loan Officer Associate and reviews for completeness and accuracy using the DIRFT process, providing feedback to the origination team where appropriate.
- Meets with borrowers to sign disclosures after file has been fully negotiated by the licensed originator.
- Collects documentation, disclosures, conditions and required paperwork; collects appropriate fees.
- Reviews file to ensure all documentation is supplied and correct.
- Provides borrower with checklist of additional documentation required with a due date on when the documents are to be returned.

- Responsible for calculation and accuracy of income for qualification.
- Meets with origination team to assist with outstanding questions on loan programs, qualification, income calculations, etc.
- Ensures all data entry in LOS is accurate in accordance with rules and regulations.
- Resolves file problems, bottlenecks and qualifying issues throughout production process.
- Answers borrower's inquiries relating to loan application status to ensure quality customer service.
- Responsible for origination of specialty loans only. Not eligible to originate any loans outside of specialty loans.
- Other duties as assigned by Vice President of Production Operations.

LOAN OFFICER ASSOCIATE

[\(CLICK HERE TO APPLY – JASON SMITH TEAM\)](#)

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.
- 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.

MERS COORDINATOR [\(CLICK HERE TO APPLY\)](#)

The purpose of this position is to provide support the Purchase Clearing team. The right candidate must have strong attention to detail and the ability to meet deadlines in a fast paced, high volume environment.

The successful candidate will have a High School Diploma or GED and have basic computer skills. This position requires the candidate to be proficient in Microsoft Excel. Employee must possess the ability to effectively communicate with investors and warehouse banks. Basic knowledge of mortgage loan documents is preferred. Basic computer skills required. Understanding of Encompass (or other mortgage loan origination systems), but not required.

Essential Job Duties:

- Complete MERS registration and transfers daily.
- Retrieve purchase advices from investors via e-mail, fax, or website delivery.
- Settle all incoming wires with the warehouse banks.
- Other duties as assigned.

TEAM BUSINESS DEVELOPMENT COORDINATOR

[\(CLICK HERE TO APPLY – CHRIS LAWLER'S TEAM\)](#)

The successful candidate assesses, evaluates, establishes, and develops business opportunities through business-to-business (B2B), direct consumer contact, referrals, public relations, pipeline management and other activities specifically for a licensed Loan Officer's Loan Origination Team.

Minimum Qualifications:

- Requires a High School diploma or GED; and some college preferred; and
- A minimum of one (1) year of sales and/or business development; or
- A combination of experience and education
- Previous experience in a field requiring customer service preferred.

Examples of Duties:

- Works with origination team to create new referral relationships with Realtors, builders, financial planners, accountants, attorneys and other professionals.
- Identifies, develops and maintains Business to Business (B2B) relationships, coordinating presentations and marketing campaigns. Acts as liaison with NOVA's Marketing Department and Education Exchange.
- Coordinates classes, seminars, open houses for the origination team, in order to develop and enhance business opportunities.
- Coordinates approved marketing campaigns, acting as liaison with NOVA's Marketing Department. All borrower contact is to be referred to a licensed originator.
- Attends industry related functions, events and activities. Regularly calls on Real Estate offices to establish and cultivate relationships and promote services.
- Regularly monitors and manages NOVA Returns to identify leads for the origination team, sending all viable leads to the licensed originator to pursue. Monitors database for accuracy and potential marketing opportunities. All marketing done through NOVA Returns must be conducted by a licensed originator.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal, state, and local laws, rules, and regulations in order to ensure compliance
- Able to maintain high level of confidentiality
- Possess interpersonal skills to establish and maintain good working relationships; use of independent judgment, tact, diplomacy, discretion
- Basic analytical, numerical, and problem-solving skills
- Knowledge of computer programs such as Microsoft Word, Excel, and Outlook
- Effective oral and written communication skills; ability to motivate and persuade
- Able to work independently or as part of a team
- Must possess ability to type, utilize phones, fax machines and copiers

TECHNICAL MARKETING COORDINATOR [**\(CLICK HERE TO APPLY\)**](#)

The Technical Marketing Coordinator will report to the Director of Technical Marketing and will be responsible for supporting the technical operations of the marketing department, the CRM tool, website, social media and other marketing technical tools.

Minimum Qualifications:

- High School diploma or GED required, Associated Degree preferred; and
- Minimum of 1 to 2 years of experience working with HTML and Customer Relationship Management tools

Essential Job Functions:

- Create and monitor social media sites
- Create landing pages for lead generation
- Create PPC and FB Campaigns and monitor their success.
- Creating email templates for internal CRM
- Adding video functionality to marketing collateral and digital campaigns
- Making website updates for new and terminated employees, adding bios and logos
- Working with internal sales people and implement their sales strategies into the CRM tool
- Assist in general CRM training when necessary
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Current social media-related knowledge
- Ability to create ad campaign
- Ability to multi-task and handle large amounts of requests
- Knowledge of general office procedures and practices.
- Demonstrated proficiency with computer programs such as Microsoft Word, Excel, and Outlook.
- Strong attention to detail skills in all areas of responsibility
- Strong verbal and written communication skills, to include high level of grammar and spelling expertise
- Must possess excellent interpersonal skills and poise
- Ability to work both within a team environment and independently to prioritize tasks
- Ability to maintain and meet demanding timelines
- Ability to function under pressure in a high volume constantly changing environment
- Strong customer service orientation, including follow up and follow through with customers.

UNDERWRITER [\(CLICK HERE TO APPLY\)](#)

Please Note: This position will be working out of the River Branch, Monday – Friday 8:00AM to 5:00PM.

This position will evaluate mortgage application to ensure compliance with NOVA, investor, MI, agencies, and other applicable guidelines.

The right candidate will have a minimum of five (5) years of experience and will be able to evaluate mortgage applications to ensure compliance with NOVA, investor, MI, agency, and other applicable guidelines.

The successful candidate will have knowledge of applicable federal, state, and local laws, rules, and regulations in order to ensure compliance. The successful candidate will have knowledge of computer programs such as Microsoft Word, Excel, and Outlook. The right candidate will be able to maintain high level of confidentiality, attention to detail, and have effective oral and written communication skills. The successful candidate will have the ability to work independently and as part of a team.

Must be a Mortgage DE Underwriter with experience with FHA and VA loans.

Essential Job Duties:

- Evaluate mortgage loan applications to ensure compliance with NOVA, investors, MI, agency and other applicable guidelines within service standards
- Evaluate Government and Conventional mortgage loan applications
- Respond to questions regarding underwriting issues and concerns
- Resolve issues with sales consultants, and co-workers
- Assure communication among loan officers, processors, escrow/title, sales agents, and other stakeholders are current and effective to avoid delays
- Maintain NOVA quality standards

VIDEO MARKETING COORDINATOR [\(CLICK HERE TO APPLY\)](#)

This is a marketing and administrative support role that supports the region's loan officers with its activation, roll out and execution of marketing support activities. This position works closely with the Marketing & Business Development department to ensure compliance and effectiveness while completing these tasks.

Minimum Qualifications:

- 2 years' experience in business development, marketing, or advanced administrative work
- Solid understanding of MS Office and video editing software

Examples of Duties:

- Coordinate and assist our Loan Officers with the green room production
- Produce and edit videos for Loan Officers and cobranded videos with Loan Officers and Realtors
- Assist and/or teach Loan Officers in posting video testimonials / video marketing on their personal social media sites
- Education Classes to support Loan Officer business and relationships as it pertains to video marketing/social media
- Coordinate with Marketing & Business Development department on social media updates as it pertains to video marketing

Knowledge, Skills, and Abilities:

- Strong knowledge in social media including Twitter, Google Plus, Facebook, LinkedIn, and all aspects of social media
- Strong knowledge and hands-on experience with generating video's using "green screen" technologies
- Knowledge in editing movies using Apple products like Movie Maker
- Proficient in Microsoft Business Professional including Excel, Outlook, Word
- Ability to coordinate and lead small and large meetings
- Ability to produce and edit videos for marketing uses
- Ability to multi-task and take direction from several sources
- Disciplined and task oriented with the ability to meet tight deadlines within multiple projects
- Excellent writing skills
- Strong communication and public speaking skills
- Ability to teach in large group environments with outgoing and engaging personality