

CURRENT EMPLOYMENT OPPORTUNITIES AT NOVA HOME LOANS

Last Update: December 6th, 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 – Tucson / Southern Arizona

<p>Corporate 6245 East Broadway Boulevard Tucson, AZ 85711</p> <p>Business Process Analyst Loan Officer Associate Project Manager Reverification Analyst</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><i>No Open Positions At This Time</i></p>	<p>Sierra Vista 77 Calle Portal Sierra Vista, AZ 85622</p> <p>Processor</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>	

ARIZONA - Maricopa

<p><u>Arrowhead</u> 15396 North 83rd Avenue Peoria, AZ 85381 Branch Business Development Coordinator</p>	<p><u>Gilbert Forum</u> 1528 East Williams Field Road Gilbert, AZ 85295 <i>No Open Positions At This Time</i></p>	<p><u>Phoenix</u> 3900 East Camelback Road Phoenix, AZ 85018 <i>No Open Positions At This Time</i></p>
<p><u>Scottsdale</u> 8800 East Raintree Drive Scottsdale, AZ 85260 <i>No Open Positions At This Time</i></p>	<p><u>Spectrum</u> 6720 North Scottsdale Road Scottsdale, AZ 85253 <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 <i>No Open Positions At This Time</i></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.

BUSINESS PROCESS ANALYST [\(CLICK HERE TO APPLY\)](#)

The successful candidate will play an instrumental role in the identification, verification, design, and successful implementation of business process improvements for key mortgage banking processes.

Minimum Qualifications:

- Bachelor's Degree in Computer Science/Information Technology, Finance, or other Business-related degree and/or combination of experience.
- 3-5 years' experience data/workflow process modeling and process improvement projects.
- Mortgage industry experience is preferred, but not required.

Examples of Duties:

- Will facilitate meetings and discussions with various departments, business leaders, and staff members to find solutions to various situations which can include:
 - A modification to an existing system
 - Automation of a currently manual process
 - Creating or updating a process, manual or automated. May be as simple as a template or as complex as a System Life Cycle.
 - Using an existing system in a new way
 - Purchasing a new system
 - Integration of existing or new systems
- Manage business process improvement initiatives by:
 - Conducting and participating in business process modeling sessions acting as leader, recorder, facilitator and subject matter expert.
 - Creates detailed business requirements documents, process models, and workflow diagrams based on research conducted and meeting results.
 - Reviews requirements, specifications, testing, and training plans to ensure they are in line with business objectives.
 - Works closely with development staff to review and discuss process design requirements.
 - Understands process automation objectives to the degree that they can represent the business community to the development staff and developer to the business community.
 - Provides on-going support for established processes and workflows. Provides a method for continually monitoring and improving after project completion including collecting and analyzing metrics to measure results, and participating in root cause analysis in order to recommend additional product enhancements or appropriate actions to improve productivity.
 - Works with the business community to coordinate, facilitate and conduct user acceptance testing for Business Process initiatives as well as general system enhancements. Provides feedback to the Tech Services team and/or development staff on test results.
 - Collaborates with developers and Tech Services analysts to develop business roll-out plans and will provide support during and beyond the initial roll out period. Act as liaison between Tech Services and Nova Home Loans by maintaining lines of communication and providing a streamlined point of contact for Tech Services. Assists with efforts to define data access requirements, data sharing and strategic objectives.
 - Assist in the definition and identification of data shared across the enterprise and the relationship of that data to business process capability and strategic objectives.

- Assist in the identification of business process improvement opportunities by conducting preliminary investigation for all project requests, interviews and performs analysis including collecting and analyzing metrics to create business cases.
- Makes recommendations for system enhancements and assists in project prioritization.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Excellent communication (oral and written), interpersonal and organizational skills.
- Ability to work well with a team in a fast paced, constantly changing environment.
- Experience with process improvement methodologies and change management techniques.
- Strong analytical skills with experience of process orientation.
- Must be knowledgeable in all aspects of designing, constructing, and documenting business processes, functions, organizational structures, business rules, policies, and procedures.
- Excellent analytical, facilitation, leadership, and negotiation skills.
- Proficiency with Microsoft Suite including Word, Excel, Visio, and PowerPoint.
- Experience with MS Project a plus.

LOAN OFFICER ASSOCIATE

[\(CLICK HERE TO APPLY – RICKY ABUD AND THE PRESIDENTIAL TEAM CORPORATE\)](#)

The successful candidate will proactively support Ricky Abud and the Presidential Team to originate mortgage loans and enhance business relationships which will generate future loans. The Loan Officer Associate will consult and advise customers regarding which financial products best meet customers' needs based upon detailed analysis. The successful candidate will 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 preferred, but not required.
- 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.

PROCESSOR (CLICK HERE TO APPLY)

This position provides quality loan processing, reviewing files for compliance to company standards and ensuring completeness for submission to Underwriting. Contacts borrowers and/or vendors to collect necessary documentation. Acts as liaison between customers, underwriters, closers, etc.

Minimum Qualifications:

- Must have a High School Diploma or GED; and
- A minimum of two (2) years of experience processing loans; preferably recent experience.
- Previous experience in a field requiring customer service preferred.

Essential Job Functions:

- Review files for completeness and accuracy.
- Verify accuracy of system input.
- Analyze file for program applicability.
- Review necessary documentation, such as income and asset documentation, credit report, verifications, appraisal report, preliminary title report, etc.
- Obtain accurate AUS findings.
- Contact borrowers to request additional documentation as needed. Call clients to review closing figures prior to submission.
- Provide status updates to loan officers, borrowers and agents.
- Coordinate all aspects of submission to underwriting, documentation requests and satisfaction of closing/funding conditions. Coordinate closings as needed.
- Submit files in a timely manner in accordance with company standards.
- Review pre-audit HUD1 to ensure accuracy. Work with loan officer and title companies to resolve any discrepancies prior to closing.
- Prioritize work flow to ensure time sensitive files are handled in proper order.
- Assure compliance with all regulatory and governmental standards, guidelines, rules and regulations with all regulatory authorities, federal or state ordinances and administrative regulations and statutes.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal, state, and local laws, rules, and regulations in order to ensure compliance
- Ability to maintain high level of confidentiality regarding private, trade secret and/or proprietary information.
- Excellent attention to detail skills.
- 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.
- Ability to work independently and as part of a team

PROJECT MANAGER [**\(CLICK HERE TO APPLY\)**](#)

The successful candidate will be responsible for the overall resource and task coordination/management for internal projects. Assigns tasks and optimizes schedules for the teams to meet agreed upon deadlines. Monitors and reports the progress of projects within the managed portfolio. Acts as the primary point of contact for project-related communications for stakeholders at every level, internal and external.

Minimum Qualifications:

- Bachelor's Degree in Computer Science/Information Technology, Finance, other Business-related degree and/or equivalent work experience.
- A minimum of three (3) to seven (7) years' of experience in project management.
- Proficiency with Microsoft Suite including Excel, Visio, PowerPoint, and MS Project is required.
- Experience with process improvement methodologies and change management techniques.
- Project Management Professional (PMP) certification, Capability Maturity Model Integration (CMMI) certification or equivalent knowledge and experience is preferred, not required.

Examples of Duties:

- Manages a portfolio of projects of varying size and complexity with limited management oversight.
- Responsible for the scheduling of detailed project tasks regarding available resources, business partner schedule and third-party vendors.
- Works with stakeholders to define and accept the project statement of work, objectives, goals and timelines.
- Responsible for project tracking and reporting to ensure that the project timeline is followed and progress is communicated.
- Monitors the availability of resources across multiple projects and escalates where necessary to maintain project schedule and timeliness of deliverables.
- Conducts preliminary investigation for all project requests. Conducts interviews and performs analysis including collecting and analyzing metrics to create business cases for BPM and IT projects. Makes recommendations for system enhancements and assists in project prioritization.
- Manages changes to the project scope and project schedule, ensuring all changes are tracked and accounted for in scheduling.
- Acts as the point of contact for business partners and internal teams to ensure clear communications and maintains positive working relationships.
- Leads and provides project status communications regularly; to include project pipeline, issues, etc.
- Inspects documentation and checklists to ensure all project work products are complete, all deliverables are met and project is properly documented to meet internal quality standards.
- Takes a leading role in creation and maintenance of the PM toolkit items.
- Takes a leading role in development of PM standards and best practices.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Must possess solid organizational and analytical skills with a process orientation.
- Requires facilitation, leadership, and negotiation skills.
- Excellent verbal and written communications skills.
- Solid analytical skills with a process orientation.
- Ability to adapt to rapidly changing priorities.
- Must be able to communicate and interact with multiple stakeholders throughout the organization.

REVERIFICATION ANALYST [\(CLICK HERE TO APPLY\)](#)

The Reverification Analyst will assist in the re-verification process with creating, reviewing, sending and updating all reverification documents for the monthly audit selections.

Minimum Qualifications:

- High School or GED
- Proficiency with personal computers and MS Word, Excel and Outlook
- One (1) year of customer service and clerical/administrative office experience
- One (1) year of mortgage experience is preferred, not required
- One (1) year experience with Encompass or comparable Loan Origination system preferred, not required

Examples of Duties:

- Order Appraisal Report Field Reviews and Property Transfers.

- Scan, log, and analyze incoming mail.
- Respond to borrower inquiries related to the re-verification process.
- Analyze documentation returned via the re-verification process, review for consistency and ascertain when it is necessary to elevate a file to for further review.
- Prepare re-verification information for mailing ensuring all documentation is sent to the correct recipient at the correct address.
- Research file to determine best documents to be re-verified, and verify contact information.
- Effectively review mail and fax re-verification before they are sent to maintain compliance protocols concerning borrower personal identifiable information.
- Copy and scan QC loan files for audit and records retention purposes.
- Calling customers to verify and correct information, including contacting the borrower if necessary in order to clarify responses to questionnaires.
- Precisely record and accurately update all re-verification responses as they are received for tracking purposes and resend, if applicable.
- Call employers and financial institutions to obtain contact information.
- Present errors and questions to appropriate supervision for clarification if necessary.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Strong customer service orientation.
- Strong ability for attention to detail in all areas of responsibility, including data entry and all written and oral communications.
- Must be deadline oriented and have strong analytical skills.
- Ability to multi-task and manage competing priorities.
- Ability to accomplish goals and tasks in a team environment.
- Ability to maintain a high level of confidentiality.
- Experience with analyzing data and presenting data is preferred.
- Proficient using and navigating through Encompass is preferred.
- Basic understanding of different mortgage loan transactions is preferred.