

Title: Purchase Coordinator II (Loan Set Up)

Job Type: Non-Exempt Exempt

Division: Homeownership Programs Division

Job Grade: 4

Reports to: Homeownership Division Director

Job Purpose:

The Purchase Coordinator II, Loan Set Up staff would be responsible to review the information the lender provided for PHFA to service the borrower's mortgage loan account.

Duties and Responsibilities:

1. Employee is required to work at the Harrisburg, PA office during scheduled business hours. Employee may be required to telework, or be required to work a combination of teleworking and working at the physical location of the Harrisburg, PA office, as determined by the Division Director.
2. Review servicing loan files for completeness and accuracy via the Virpack system.
3. Confirm that initial escrow deposits are accurate and notify supervisor if a correction is needed.
4. Review the list of loans that were set up by the lenders and move accounts into the PHFA system.
5. Send notices to lenders requesting any missing or incomplete servicing documents.
6. Follow up with the lender on the outstanding escrow conditions and clear these items upon receipt of the proper documentation from the lenders.
7. Setup escrow vendor information on LSAMS from the loan servicing documents submitted via the Virpack system.
8. Mail payment revision letters to borrowers when errors are discovered during the loan review process when necessary. Make the appropriate corrections on the LSAMS maintenance screens.
9. Other duties and tasks as assigned by supervisor.

Education and/or Work Experience Requirements:

1. High School diploma with 2 year of experience in the mortgage lending industry environment or an Associate's degree.
2. Exhibit good oral and written communications skills.
3. Must have the ability to meet deadlines and work under pressure in periods of heavy loan volume.
4. Good customer service skills and a team player.
5. Good attendance record and dependability is a must.

Physical Requirements

1. Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
2. Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
3. Must be able to lift and carry up to 25lbs.
4. Must be able to talk, listen and speak clearly on the phone.