



HOUSE OF FINANCE, INC.
Let our house be your foundation.

HOUSE OF FINANCE, INC.

JOB DESCRIPTION

JOB TITLE: LOAN OPERATIONS ASSISTANT
JOB FAMILY: Operations
CATEGORY: Non-Exempt

BASIC QUALIFICATIONS:

- BS Degree in Business or Accounting or its equivalent in related experience.
- Attention to detail and ability to multi-task is a must.
- Knowledge of basic math and should have proficiency in MS Office (specifically Excel and Word).
- Must be organized; able to work in a team and communicate in a calm demeanor.
- Familiarity with general office procedures is a plus.

ESSENTIAL FUNCTIONS:

This position is primarily tasked to provide administration and operations support to the loan processing operations of the company. It includes the setting up each loan file in the company's central loan origination system (LOS). This person works closely with the VP of Operations, as well as with other loan processors / underwriters in the organization.

The position will be based in the company's headquarter in *Honolulu*.

DUTIES AND RESPONSIBILITIES:

1. Provide administrative support and technical assistance to the loan processing operations of the company.
2. Assist in the organization and maintenance of all loan documents for all loan files.
3. Clerk duties to assist the consumer lending/mortgage/ loan processing departments with various duties
4. Processing paperwork, new applications, title certificates, flood certificates, clear to close packets, ordering appraisals for underwriters
5. May be communicating with individuals via phone and possibly in person.
6. Utilize the loan origination system of the company (Encompass).
7. General office clerical duties
8. Manipulating spreadsheets
9. Creating Word documents, mail merge
10. Organizing and scanning files.
11. Provide assistance on any special projects as directed by the President..

KNOWLEDGE/SKILLS:

- Bachelor's degree in management or equivalent in related experience.
- Demonstrated experience in MS Office, specifically Word and Excel. May require database management skills with ability to produce reports. Ability to use advanced computer functions including navigating the Internet. Ability to manipulate, analyze and interpret data.
- Demonstrated experience using any loan origination system (LOS).
- Proven organizational skills and attention to detail.

COMPLEXITY/PROBLEM SOLVING:

- Proven ability to organize priorities, meet deadlines, and manage peak periods of activity while maintaining related paper records.

DISCRETION/LATITUDE/DECISION-MAKING:

- Ability to exercise discretion and maintain confidences.

RESPONSIBILITY/OVERSIGHT – FINANCIAL:

- Ability to demonstrate resourcefulness and initiative.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Work and communicate with a wide range of people in multiple phases of the loan process. Work in partnership with other companies (realtors, appraisers, escrow officers, etc.)
- Demonstrate professional, positive, approachable attitude/demeanor and discretion.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Work requires only minor physical exertion and/or strain.

TO APPLY:

Please send resume and cover letter to:

- House of Finance, Inc.
2300 North King St.
Honolulu, HI 96819
Attention: VP - Operations

Cover letter should articulate clearly how you meet each of the 5 basic qualifications listed above.

House of Finance, Inc. is an Equal Opportunity Employer