

# United States Jobs Expertini®

## Post-Closing Specialist

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Company: Confidential

Location: United States

Category: other-general

**Job Summary**The Post Closer is an intermediate-level position within the Operations Department. The Post Closer is responsible for a variety of important tasks within operations after closing, including but not limited to completing post-closing audit action items after closing, communicating with borrowers and/or third parties to obtain signatures on missing documents or documents requiring corrections, shipping closing packages to the appropriate investors and responding to investor suspense conditions all within the service-level agreement times.**Responsibilities**Prepares and releases closing packages to respective Investors by reviewing and analyzing all final closing conditions to ensure they meet specific Investor requirements for delivery.Post closes and corrects closing document deficiencies to prepare for loan delivery to Investors by working with internal departments to ensure documentation meets Investor and Company requirements.Processes and monitors corrections submitted to final documents by working with internal departments and documenting in the proprietary system.Identifies loan deficiencies and trends by reporting them to management in order to develop enhancements to procedures, training, and tools.Special projects, as assigned.**Minimum Knowledge, Skills and Abilities.**Working with DPA documents required.Two + years previous experience in a similar role.Intermediate knowledge of conventional and/or government loans and guidelines (e.g., Fannie Mae, Freddie Mac, FHA, VA, etc.).Familiarity with mortgage loan operating systems.Effectively identify errors and apply problem solving skills to generate a resolution.Ability to positively project the Company and department.\*\*\*This position is fully on-site in metro Detroit, MI\*\*\***Compensation:** Commensurate with experience**Benefits:** Medical, Dental, 401(k), PTO

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