

Shipper

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Company: Plaza Home Mortgage

Location: San Diego

Category: other-general

Founded in 2000, Plaza Home Mortgage, Inc. is a privately owned, full-service national lender, offering Wholesale, Correspondent, Renovation and Reverse residential mortgages. Headquartered in San Diego, California, Plaza employs a network of sales associates to serve its clients nationwide. Plaza is dedicated to building quality, long-term relationships with its mortgage broker and correspondent clients by offering comprehensive programs and exceptional customer experience. The Post Closing - Shipper is responsible for shipping collateral and confirming documents are sent to the warehouse banking in accordance with specific investor and program guidelines. This role is full-time; non-exempt. This position has no supervisory responsibilities, and reports to Closing Manager. What You'll Be Doing: Receive original loan documents Upload any docs not already in image docs Ship the endorsed note and any other collateral items to the warehouse bank Manage filing for storage of loans up to three months after closing Follow up on packages not received Follow up on missing documents needed for collateral Complete tracking information for all loans with the collateral sent date Provide daily updates on missing packages to the collateral team Other duties as assigned What You'll Bring To The Table: High school degree or equivalent required Prior mortgage banking industry experience Familiarity with all conventional and government loan origination and closing documents Experience working primarily in a paperless environment Proficiency with computer systems including MS Office (Word, Excel, and Outlook) and Internet Browsers Capability of multi-tasking and prioritizing work in fast-paced environment with heavy volume of transactions as well as be able to meet and handle deadlines Strong commitment to customer and associate service necessary Outstanding problem-solving

and independent judgment skills essential to making quick decisions within written policy and standard operating procedures Proven aptitude to work in both a team and individual environment \$18 - \$20 an hour Plaza is an EEOC employer and follows all federal, state, and local laws relating to fair employment. Plaza Home Mortgage, Inc. is committed to preventing, stopping and remedying all forms of discrimination that occur in its workplace. Managers are accountable for keeping Plaza's workplace free from discrimination and ensuring that Plaza provides equal employment opportunity for all in the workforce and for those seeking to become members of Plaza's workforce. Plaza's employees are protected by laws designed to protect employees from discrimination on the bases of race, religion, color, sex, pregnancy, gender identity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs. Plaza's employees are also protected against retaliation if they engage in a protected activity, whistleblowing, or the exercise of any appeal or grievance right provided by law. This information is provided by Plaza Home Mortgage, Inc. as a courtesy to its mortgage professional clients and the public and is meant for instructional purposes only. None of the information provided is intended to be legal advice in any context. Plaza does not guarantee, warrant, ensure or promise that information provided is accurate. Terms and conditions of programs and guidelines are subject to change at any time without notice. Any unauthorized use or distribution of this information is strictly prohibited. This is not a commitment to lend. © 2024 Plaza Home Mortgage, Inc. Plaza Home Mortgage and the Plaza Home Mortgage logo are registered trademarks of Plaza Home Mortgage, Inc. All other trademarks are the property of their respective owners. All rights reserved. Plaza Home Mortgage, Inc. is an Equal Housing Lender. Plaza NMLS 2113 Please find our updated Privacy Policy at: <https://www.plazahomemortgage.com/privacypolicy/> Cigna's Transparency in Coverage link for Plaza's careers site. <https://www.cigna.com/legal/compliance/machine-readable-files> Plaza NMLS 2113 <https://www.nmlsconsumeraccess.org/>

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