



Chinese Bilingual Residential Mortgage Loan Processor

Work location: Southern CA and Northern CA

We have offices in Monrovia, San Gabriel, Diamond Bar, Ontario, Irvine, San Jose, Pleasanton, Fremont

Website: <https://www.transglobalus.com/introduction/our-staff/lending-realty-mortgage-department>

TransGlobal is seeking a Mandarin Bilingual Loan Processor in the Mortgage department to ensure the pre-qualification of the loan files before they are submitted for processing. The goal is to help qualified applicants obtain loans in a timely manner and protect our organization's credibility.

Responsibilities:

1. Perform initial review of potential borrowers by thoroughly examining their applications
2. Obtain and organize required documentation (eg. Pay stubs, bank statement, tax return, assets)
3. Work within established regulations and legal compliance at all times
4. Understand and research lender guidelines
5. Assess the credit standings of applicants through background research
6. Finalize loan contracts and keep clients informed in rules and obligations
7. Remain up to speed regarding lending and other financial services
8. Attend regular meetings and assume responsibilities to help the team grow

Requirements:

1. Bachelor's degree
2. 2+ years of work experience as loan processor
3. Strong organizational skills in handling administrative paperwork
4. Excellent verbal and written communication skills in English
5. Fluent in Mandarin and English

Salary & Benefits:

- Negotiable salary depending on work experience. Health insurance, 401(k)
- Paid personal leaves and paid sick leaves after 3 months, and paid vacation after 1 year

TransGlobal is the leader among the Asian General Agencies in the US, focusing on a variety of financial services such as mortgage, real estate, life insurance, annuity, health insurance, property & casualty insurance, and financial advisory.

- * To apply, please forward your resume and cover letter to rachel.chang@transpacificagency.com
- * A brief phone interview will be conducted after your document(s) are reviewed.