



## Chinese-Bilingual Correspondence Lending Funder/Closer

Work location: Southern CA or 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>

We are looking for an experienced Correspondence Lending Funder/Closer to work full-time in our Southern CA or Northern CA office. This position is responsible for mortgage activity which facilitates loan closing and/or funding. This includes but is not limited to assistance with scheduling, verification of settlement agents via third party vendors, and coordinating receipt of executed closing packages.

### Responsibilities:

- Act as coordination point between Closing and Processing to ensure the process flows smoothly
- Assist with reviewing files for completeness prior to closer assignment
- Effectively communicate with borrowers and team members as well as outside entities to facilitate a prompt, efficient closing of each loan
- Update loan information on LOS as needed
- Utilize third party vendors to perform review of closing agent prior to loan closing

### Qualifications & Requirements:

- ✓ 2 years of experience in the mortgage industry preferred
- ✓ Effective written and verbal communication skills
- ✓ Demonstrates a commitment to quality customer service
- ✓ Strong attention to detail
- ✓ Well organized with the ability to multi-task
- ✓ Demonstrates strong time management skills with the ability to meet deadlines
- ✓ Strong mathematical skills
- ✓ Strong PC skills (MS Office products) and experience with mortgage origination systems
- ✓ Working knowledge of Calyx Point or Encompass preferred
- ✓ Bilingual in Chinese is preferred

### Benefits:

- Negotiable salary depending on experience. Health insurance in 90 days, 401(k) after 1 year.
- Paid personal leaves and paid sick leaves in 90 days, paid vacation after 1 year

TransGlobal is the largest Asian General Agency in the US with 27 office location focusing on financial services including mortgage, commercial, and private lending, real estate, life insurance, annuity, property & casualty insurance, health insurance, and financial advisory.

\* To apply, please forward your resume and cover letter to [rachel.chang@transpacificagency.com](mailto:rachel.chang@transpacificagency.com)

\* A phone interview will be conducted after your document(s) are reviewed.