

Mortgage Lending Software Support

Position Summary

We are seeking a Dallas-Fort Worth based Support staff-member to work with a small team, supporting a growing web-based mortgage lending software system. We are looking for an experienced, organized, self-starter who is capable of working independently or in a small group, on individual tasks and larger projects. You must have the ability to effectively communicate effectively and professionally with clients, peers, and management. The candidate must have experience or an understanding of mortgage lending processes from origination, pricing, underwriting, compliance, and closing/funding.

We are a provider of mortgage lending technology. Our software provides an online solution to manage data, workflow and documentation through the mortgage banking process, from origination through loan sale. We are closely affiliated with a mortgage bank based in Dallas, Texas.

General Requirements

- High-level understanding of the mortgage lending process
- Ability to communicate detailed information clearly, effectively, and organized
- Microsoft Office products such as Excel, Word, PowerPoint, etc.
- Proficient in using Internet Explorer and related processes
- Ability to work independently or in a small group
- Experience leading projects and understanding the software business is a plus
- Some HTML familiarity is a plus, though not required
- Must reside in the Dallas /Ft. Worth Metroplex area
- No Agencies or Work Visas, please

General Duties

- Respond to support needs of the client's support staff
- Research and analyze business needs for development requests
- Work closely with programming staff to test and debug before and after updates
- Create product and help documentation
- Provide training in person or via web meetings
- Perform other duties, as needed

Please send resumes in Word or PDF format by email to

MortgageSoftwareHR@gmail.com