

# Mortgage Lending Support Specialist

Wausau, WI 54401

**Pay:** \$18.00 – \$20.00 per hour

**Job Type:** Full-time

**Work Setting:** In-Person

## Full job description

At Cloverbelt Credit Union (CCU), **Our People Make the Difference**. As a growing, community-focused financial institution, we pride ourselves on delivering exceptional services to our members because **Where You Bank Does Make a Difference**.

We're looking for a detail-oriented and organized Mortgage Lending Support Specialist to join our team! You'll support the mortgage lending process from start to finish by inputting data and reviewing applications, verifying documentation, and ensuring compliance with regulations. This role works closely with lenders, underwriters, and members to keep the mortgage process moving smoothly and efficiently.

## What You'll Do:

- Input and review mortgage loan files using lending software
- Prepare loan disclosures and document packages
- Verify submitted documents for accuracy and completeness
- Order third-parties items such as credit report, title, appraisal and employment verifications
- Communicate with members, title companies, appraisers, and internal staff
- Track receipt of all requested documents
- Help ensure a seamless mortgage experience and contribute to a collaborative, team-focus environment

## What We're Looking For:

- Strong attention to detail and organizational skills
- Excellent communication and member service abilities
- Ability to manage multiple tasks and meet deadlines
- Prior experience in mortgage processing or financial services is a plus
- Experience with Microsoft Office and Adobe
- Positive attitude and a commitment to delivering great service

## Why Join CCU?

- Supportive and community-driven workplace culture
- Work-life balance with some flexibility in schedule
- Comprehensive benefits package including:
  - 401(k) with employer match
  - Health, dental, and vision insurance
  - Flexible spending account
  - Disability and Life Insurance
  - Paid time off
  - Ongoing training and career development opportunities

Join a team where **Our People Make a Difference** and where your work will too. Apply today by submitting your resume. We look forward to hearing from you!