



Freddie Mac Servicing Specialist

JOB PURPOSE and SUMMARY

The Freddie Mac Servicing (FMS) Specialist is responsible to ensure that all aspects of the Freddie Mac Loan Servicing requirements are met and ensure compliance with existing regulations and policies.

This position will serve as a direct liaison between the Loan Operations department, Loan Officers, and Freddie Mac. The FMS Specialist will work closely with Loan Operations, IT, Accounting/Finance, and Compliance to ensure activities are coordinated and occur smoothly and without incidence.

ESSENTIAL REQUIREMENTS:

- General understanding of conventional, governmental, and special mortgage loan programs with particular emphasis on Freddie Mac, and the knowledge of the necessary documentation for processing and obtaining underwriting approval.
- Provide customer service on incoming calls from borrowers, branches and third parties.
- Prepares payoff statements and verifications of mortgage.
- Ensures that all regulatory and compliance requirements are met, T&I disclosures, PMI disclosures, ARM disclosures, and TRID.
- Meet all reporting requirements in a timely manner.
- Ensure compliance with the company's policies and procedures, standards, and regulations.
- Please note this job description may not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Manage Pipeline to prepare loans for closing.
- Verify accuracy of Application, Credit and Closing loan documents.
- Analyze and review credit, income and assets for borrower's likelihood of repayment.
- Investigate loan eligibility and update loan with correct or new information.
- Enter loan into Freddie Mac selling system to lock rate.
- Order title work, title insurance, survey, pest inspection or any other buyer seller request.
- Prepare and disclose all Initial Disclosures and Closing Disclosures.
- Process and Prepare HUD Settlement Statement for Investment Properties.

EDUCATION/TRAINING:

- At least five years of work experience in a financial institution, preferably in a loan servicing role.
- Minimum One Year working knowledge of Freddie Mac products, operations, procedures, rules, regulations, and system input requirements.
- Knowledge of local, state, and federal laws and regulations as they apply to financial institutions.

QUALIFICATIONS/KNOWLEDGE/ABILITY/SKILLS:



- Competencies should include technical skills, communication proficiency, customer focused presentation skills, business acumen, personal credibility, project management, leadership, and management skills.
- Excellent organizational, time management, problem prevention and problem-solving skills.
- Ability to convey detailed information and instructions clearly, write reports, correspondence, and procedures.
- Ability to deal with complex problems involving multiple facets and variables in non-standardized situations and gather, assemble, correlate, and analyze data and develop solutions as needed.
- Professional attitude and appearance.
- Ability to handle confidential customer and/or bank information.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.

POSITION TYPE/EXPECTED WORK HOURS:

This is a full-time position. Days and hours of work are generally Monday through Friday, and possibly Saturdays. There will be occasions which may require extended time or after-hours commitment, such as for training or other work-related needs.