



## Job Posting

**Job Title:** Residential Loan Support

**Position Type:** Full Time

**Location:** Mankato

**Posting Date:** November 4, 2025

### **Job Summary:**

This position is responsible for processing secondary market and in-house TRID loans, working closely with Mortgage Loan Officers throughout the loan origination process, as well as assisting with other general loan support responsibilities.

### **Primary Duties and Responsibilities:**

- Prepare residential loan documentation
- Order appraisals, title work, and homeowner's insurance documentation
- Review underwriting conditions and assist with obtaining required documentation
- Assist Mortgage Loan Officers with loan file management
- Work with title companies and the secondary market vendor to fund loans
- Maintain and manage pipeline reports and other month-end reports
- Assist with obtaining updated homeowner's insurance documentation for existing loans
- Process loan payments, advances, and paid notes
- Input new loan and file maintenance changes
- Process residential construction loans
- Performs other tasks as required or assigned

### **Minimum Qualifications**

#### **Education/Experience**

- High School diploma or equivalent and Associates degree in related field preferred
- Prior bank experience in loan department is preferred

#### **Knowledge, Skills, and Abilities**

- Customer service oriented
- Computer skills necessary to operate software programs used within the department
- Problem solving and analytical skills to resolve issues in the department
- Knowledge of loan documentation, procedures, and regulations preferred
- Strong work ethic and ability to work independently

**Salary Range:** \$22.00 - \$27.00 per hour depending on years of experience and credentials

**Benefits:**

- PTO
- Health, dental, and vision insurance
- HSA match program
- Disability Insurance
- Life Insurance
- 401 (k) match program
- Paid holidays
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