



# Chippewa County Credit Union

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**Mortgage and Consumer Lending Officer – 402 W Spruce St, Sault Ste. Marie, MI 49783**

**Minimum Qualifications:**

- High School Diploma or GED.
- Understand the basic function of Windows computer systems including the Microsoft Office suite.
- Possess the aptitude and attitude for working with the public.
- Must have minimum of 1 year credit and mortgage underwriting experience.
- The ability to provide detailed work with a focus on neatness and accuracy.
- The ability to become registered with the National Mortgage Licensing System.
- The ability to motivate and influence others.
- The capacity to meet and exceed established goals.
- The ability to effectively communicate through written and verbal skills.
- The ability to resolve interpersonal conflict and miscommunications.

**General Functions of This Position:**

- Originating, underwriting, and processing home loans and consumer loans as needed.
- Handling the mortgage or home loan process from the beginning application stages fully through to the closing stages of the mortgage or home loan.
- Opening new accounts as needed.
- This individual will be friendly to all and ensure members are promptly and professionally served.
- The individual will need to follow all service standards, assist in educating members on products and services available at the credit union, and must work diligently cross-selling products and services to members.
- Other duties as assigned.

**Benefits:**

- 401k match
- Health Insurance
- Paid Time Off

**How to Apply:** Send resume and cover letter to: [employment@chippewacountycu.com](mailto:employment@chippewacountycu.com). This post will stay open until filled.