



4000 Palos Verdes Dr North STE 108 • Rolling Hills Estates, CA 90274 • SouthBayMortgageBrokers.com

IMMEDIATE JOB OPENING

Position: Intake/Administrative Assistant of Loan Docs & Funding

South Bay Mortgage Brokers is a forward-thinking mortgage company. We think and operate with the energy of a fast-growing start-up and look for individuals that share our passion.

We operate in a fast-paced, dynamic environment where everyone on the team strives to be the "best of the best". If you are ambitious and driven, honest and ethical, and want to grow as an individual and be part of an amazing company — we encourage you to apply today!

Job Description:

- Loan Intake: Indexing, organizing, and preparing loan files
 - Funding: Requesting and distribution of loan funds
 - Trailing Docs: Post close fulfillment of outstanding documents
 - Must have basic computer knowledge and skills
 - Ability to complete general administrative duties as needed
- *Mortgage experience is not required.*

The Individual:

- Desire to Succeed
- Motivated, Competitive and Driven
- Great communicator and relationship builder
- Ambitious
- Self-Starter
- Honest & Ethical
- Extremely Organized
- Team Oriented

Job Type:

Full-Time

Schedule: Monday - Friday

EMAIL ANTHONY YOUSIF TO APPLY.

Anthony Yousif

Broker/Owner

South Bay Mortgage Brokers

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