

Job Title – Mortgage Customer Support with some sales marketing

Job description: This job helping borrowers & realtors & home builder companies understand and obtain ITIN mortgage loans for themselves or clients.

An ITIN loan is a mortgage in the US to purchase or refinance of a house (for personal or investment use) for borrowers that are not US citizens or have a work visa and not permanent resident in United States.

Job Details include ...

1. Starts out as part time (10-20 hours per week) and can lead to full time (30-40 hours per week)
2. Anytime during Texas time 8am-6pm CST (central standard time) Mon-Fri
3. Reliable working skills ...
 - a. show up to work when expected (aside from vacation & sickness)
 - b. respectful
 - c. honest
 - d. not sidetracked
 - e. able to use email, excel, word documents, etc
 - f. able to learn new skills and systems
4. Language skills needed – fluent in English & Spanish (written (reading & writing) & verbal hearing & verbal speaking)
5. Paycheck are done every 2 weeks on Wednesday.

Duties include...

1. Understanding ITIN loans and ITIN lenders
2. Learning how to calculate income, debt/income ratio, rules about ITIN loans with various lenders
3. Understanding & Updating excel spreadsheets with various lender & borrower parameters
4. Communicating, in english or spanish, via email, text and phone, with borrowers, realtors, and builders to explain what is needed for these loans
5. Reaching out to realtors & builders to have them send their clients to our company, by explaining & educating realtors & builders that these loans are available and how they work
6. This is not loan originating or processing but customer support and data entry and marketing to realtors and builders. You will not be giving advice to borrowers

The system... you can work from home and will log into company computers in Texas that have all the software tools you need. All computers are Windows 10 or 11.

Security... you will need to learn and follow privacy & security policies set by the company.

Tools & access needed... you will need a secure internet connection, some level of quietness since you will need to work and concentrate and talk on phone so others can hear. You will need a computer with 2 monitors to do the work efficiently.

Questions to answer for interview are

1. What income do you require?
2. What is interesting and amazing to you?
3. Why do you want this job?
4. Are you stronger with numbers or words?
5. Are you more of a logical or feeling person?
6. What is your home office like? (noises, distractions, cool, hot, dark, lighted, etc)
7. What is your computer setup? (Monitors, ram, OS, headset, microphone)
8. What was it like growing up with your father?
9. What was it like growing up with your mother?
10. Who has God created you to become?
11. In what ways do you think this job will help realtors & builders?
12. In what ways do you think this job will help borrowers?
13. In what ways do you think this job will help Mega Mortgage of Texas?
14. What about this job will be a challenge or difficult for you?
15. How will this job be a blessing to you?

Other...

1. Please send me your resume
2. Tell me your availability