



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

Loan Processor

Location

Remote

Client

Undisclosed

Job Summary

The Loan Processor is responsible for managing residential loan files from initial application through final approval and closing. You will work closely with Loan Originators, borrowers, underwriters, third-party vendors, and internal teams to ensure all documents and data are gathered, verified, and uploaded into HERA Connecting (our proprietary platform).

Responsibilities

- Receive Letter of Intent (LOI) and client information from Loan Originators.
- Collect and review all required documents from clients using HERAConnecting.
- Verify borrower information including income, credit, assets, and property collateral.
- Ensure all loan files meet company, state, and federal guidelines.
- Maintain clear and timely communication with borrowers, originators, agents, and third-party vendors.
- Order and track appraisals, credit reports, flood certificates, and background checks using approved vendors.
- Prepare complete loan packages for underwriter review and ensure all documentation is up-to-date in HERA Connecting.
- Proactively inform borrowers and Loan Originators about file progress, next steps, or missing items.
- Conduct regular follow-up calls and emails to clients to ensure timely responses.
- Coordinate with Closing, Underwriting, and Title Companies to ensure smooth closing.
- Ensure quality control and compliance checks are met at each step of the loan lifecycle.

Qualification

- Fluent English – both written and verbal communication.
- High attention to detail and strong organizational skills.
- Proven ability to manage multiple loan files simultaneously.
- Prior experience with loan processing, underwriting support, or document verification preferred.
- Familiarity with third-party services like Mercury Network, PCB, Xactus, ServiceLink, and Lexis Nexis is a plus.
- Able to work independently in a remote environment with minimal supervision.

Apply to this position

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>