

VICE PRESIDENT, MORTGAGE OPERATIONS

Overview of Position

Equity Transfer and Trust Company (ETT) is looking for a Vice President, Mortgage Operations who is a dynamic leader and has a solid background in operational risk management of a regulated financial institution. The ideal candidate will have a strong operational risk background along with a strong mortgage administration and deposit background with experience leading a centralized operation model. The candidate will have a strong technology background and a solid understanding of measurements and project management skills. This person will also play a pivotal role in the future development of Equity Transfer & Trust Company, as it diversifies its product offerings and offers Mortgage and Deposit products.

Job Responsibilities

Reporting to the President, Mortgage Operations, the Vice President, Mortgage Operations will assist in building a full service mortgage and deposit taking operation.

Job Responsibilities include but are not limited to:

- Works with the President, Mortgage Operations regarding risk management oversight in the early stages of growth and in the future.
- Manages and provides day-to-day coordination of the mortgage and deposit operational activities.
- Oversee the training, coaching and supervising for all mortgage and deposit administration and overall compliance within the company.
- Assist in building, developing and maintaining policies and procedures and regulatory policies.
- Ensures ETT complies with all regulatory requirements and are properly executed and monitored.
- Ensures proper operational controls are established, documented and monitored for all processing activities
- Ensure all technology implementations are successfully executed.
- Work with the President, Mortgage Operations to develop comprehensive reports of monthly operating statistics.
- Track and monitor operational metrics including error ratios, headcount and turn- around times.
- Build and maintain relationships with company vendors.
- Maintains a 'continuous improvement' approach to processes and procedures to improve overall consistency and efficiency throughout the operation model.
- Develops and documents policies and procedures as required.
- Responsible for keeping up-to-date and abreast of operational trends in the industry and best practices
- Provides direction and structure for operating unit.
- Monitors the daily activities or work program of the Mortgage Operations department

- Implements programs to ensure attainment of business plan for growth and profit.
- Provide trend analysis data and necessary action plans to improve operational results.
- Collaborating with the sales and credit leaders in the organization is a must.
- Follows direction set by Chief Executive Officer, President, Mortgage Operations and Board of Directors.

Qualifications

- Must have minimum 10+ years experience working for a regulated Financial Institution.
- Proven experience in strategic planning and execution.
- Past involvement in contracting, negotiating, and change management procedures.
- Excellent understanding of Excel and building reports and measurements.
- Must have knowledge of information technology computer systems and software and the ability to motivate teams to produce quality materials within tight timeframes.
- Ability to simultaneously manage several projects while working with their team.
- Ability to produce communications professionally, both written and verbal.
- Expert knowledge of mortgage and deposit operations.
- Demonstrated experience in financial planning, management and analysis, organizational development, personnel management, budget and resource development, and strategic planning.
- Demonstrated success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration.
- Excellent people skills, including the ability to work effectively with a dynamic leadership team, and the ability to develop and maintain strong working relationships with external agencies.
- Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
- University degree or equivalent work experience.

Attributes

- Proven leader within a Financial Institution
- Strong desire to build and grow a business
- Strong management and mentoring skills
- Operate well in a fast pace environment
- Excellent organizational skills
- Flexible and resourceful
- Dedicated and committed to company goals and strategy