

Work Vapor

<https://workvapor.com/jobs/east-coast-mortgage-loan-operations-executive/>

East Coast Mortgage Loan Operations Executive

Base Salary

USD 25 - USD 26

Description

Company: Deephaven Mortgage

Position: Remote East Coast Mortgage Processor (Account Manager)

Industry: Mortgage Lending & Financial Services

Location: Remote - United States (East Coast / Eastern Time Zone Preferred)

Employment Type: Full-Time

Salary: \$25/Hour + Monthly Performance Bonus

Email: info@deephavenmortgage.com

Deephaven Mortgage is a leading non-QM mortgage lender helping borrowers achieve homeownership through innovative loan programs. The Remote Mortgage Processor will manage submitted loan applications, coordinate with brokers and internal teams, and ensure loans move smoothly through the underwriting and approval process.

Role Overview:

- Serve as the main contact for mortgage brokers after loan submission
- Review loan applications to ensure accuracy and completeness
- Collect and verify documents required for loan approval
- Prepare and submit loan packages for underwriting review
- Monitor loan progress and maintain estimated closing timelines

Processing Responsibilities:

- Manage mortgage loan files from submission to final approval
- Convert and organize documentation using the Encompass system
- Process change-of-circumstance requests within service timelines
- Send notices and counter offers to brokers when required
- Order and review verifications and third-party services
- Maintain communication with brokers according to service level agreements

Collaboration & Workflow:

- Work closely with Account Executives, Underwriters, and Closing teams
- Keep stakeholders updated on loan progress and timelines
- Maintain a high level of broker and borrower satisfaction
- Ensure all loan processes follow compliance requirements

Required Experience:

- Minimum 3+ years of mortgage processing experience
- Knowledge of regulatory compliance requirements in mortgage lending
- Proficiency in Microsoft Office (Word and Excel)
- Strong organizational and analytical skills

Preferred Skills:

Hiring organization

Deephaven Mortgage

Employment Type

Full-time

Job Location

United States

Remote work from: United States

Date posted

03/20/2026

- Wholesale mortgage processing experience
- Knowledge of Encompass mortgage processing software
- Ability to manage multiple loan files simultaneously
- Excellent communication and documentation skills

Work Environment:

- Fully remote role within the United States
- Candidates must reside in the Eastern Time Zone
- Ability to manage workload independently while maintaining deadlines

Employee Benefits:

- Flexible personal time off program
- Employer-matched 401(k) retirement plan
- Comprehensive health insurance from day one
- Paid maternity and paternity leave
- Mentorship and career growth opportunities
- Team-building events and company culture programs
- Employee discounts on travel, technology, pets, legal services, and more

How to Apply:

Send your resume or contact on WhatsApp at official HR channels if available or apply through the company career portal