**Job Title:** National Recruiter

**Reports To:** Executive Managing Director of Production

**Compensation**: $36k-$80k + BONUS& Override (Based on experience and skill set)

***\*BONUS/Override parameters – to be discussed with candidates on an individual basis***: *Production Override = 5-10 bps (.05%-.10%) override for the first 18 months.*

*Individual Loan Officers or Sub Branch’s – paid by branch – 10 bps for the first 18 months*

**FLSA Status:** Hourly Non-Exempt

**Location**: N. Dallas

**Job Description:**

The National Recruiter will be Responsible for working with the Head of National Retail Lending to strategically manage corporate growth by adding Loan Officers and Branches Nationally. They will work with the Head of Training and corporate management team to maximize workflow efficiencies between the corporate operations and branch employees. Recruiter will assist with the facilitation of branch growth by working in conjunction with Branch Managers to understand their candidate requirements.

**Top 3 Responsibilities and how you will be measured:**

**1) Solicit and Interview Retail Branches who meet the Mid America Mortgage standards for hire**

Measurement: Minimum annualized Branch production $36M or 160 units.

**2) Solicit and Interview Individual Loan Officer Candidates who meet the Mid America Mortgage standards for hire**

Measurement: Minimum annualized loan officer production, $8M or 36 units.

***\*Recruiting expectations are $200M in annualized production (total).\****

**3) Adhere to documented Mid America policies and procedures**

Measurement: Hiring and transition process and procedure – Budgeting and forecasting abilities

**Job Requirements:**

* At least (5) years mortgage banking, with a built book of Business/Candidates
* Effectively expressing ideas and information to individuals and groups
* Adjusting presentation, language, terminology, and style to meet the needs of the audience
* Utilizing the best communication methods for the given situation and message
* Effective communication; whether verbal, email or memorandum
* Must be proficient in Word, Excel, and Outlook applications
* Must have a positive attitude
* Must be dependable, self-motivated and require minimal supervision
* Ensure appropriate documentation for all processes and procedures
* Well groomed and business professional at all times
* Willing to travel as needed
* A working knowledge of industry related trade associations (i.e. Realtor, Homebuilder, Mortgage Banking groups)
* Successful background in business planning as well as budgeting and working knowledge of industry specific software’s
* Be well spoken, outgoing, and posses ability to converse with all types of people

**Physical Demands:**

While performing the duties of this job, a person is regularly sitting in a normal office environment at a desk using a computer, phone, fax and copy machine. This person may occasionally need to lift up to 20 pounds.

**Work Environment:**

Standard office environment. This role may require travel therefore a reliable vehicle is needed.

This job description reflects management’s definition of the essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. In addition, the above statements are intended to describe the general nature and level of work being performed by the person assigned to this job.

I have read, understand, and agree to the requirements and responsibilities of this position.

Signature:

Printed Name:

Date:

*Updated 8/27/2021*