

Join Virginia Housing and help make a difference as a Sr. Document Control Specialist (On-Site)

This important role will assist the Records Department in maintaining and managing all single-family loan files and closing documents in the Servicing Administration Department of the Homeownership Division. This would include new closed loan packages, original notes, and trailing closing documents from Virginia Housing's partners. Scanning of legal documents from several departments into eDocs System for document retention. Being assigned special projects and meeting project deadlines. Serve as a senior team member to the Records staff to guide and mentor associates on related functions. Effectively and efficiently handle escalated inquiries from internal and external customers. This position is also responsible for performing administrative duties in the absence of the Records Supervisor.

Virginia Housing is one of the nation's leading housing finance agencies. Our mission is to help Virginians attain quality, affordable housing, which we accomplish through our lending and grant programs.

We are focused on employee engagement and committed to a healthy and diverse workforce. We offer on-site conveniences such as a fitness center and free parking. Educational opportunities to help your advancement are available through classroom and online programs.

To be successful in this role you must possess:

- High school diploma or GED
- Several years of experience with filing and administrative duties
- A few years of mortgage experience
- Knowledgeable of post-closing documents
- Strong written and verbal communication skills
- Strong leadership skills

The ideal candidate would also have experience in:

- Knowledge of Mortgage Cadence and ICE (Black Knight) applications

Virginia Housing requires associates to live and work within the Commonwealth of Virginia.

Applications and resumes are accepted online only at
<http://www.virginiahousing.com/careers>.

This position will close at midnight on 4/17/2025

Hiring Range: \$40,157 - \$52,204

This is an on-site position, no remote work. Hours are 8:30-5 Monday - Friday.

A background check will be performed as a condition of employment.

A Conflict of Interest Act Disclosure form and Secondary Employment Disclosure form will need to be completed as a condition of employment.

Internal applicants

Please review relevant HR policy under 'Employment Practices' on the Zone before applying.

Apply through the Zone or at <http://employees-virginiahousing.icims.com/>.

-EOE-

V3 Certified Military friendly employer

#LI-CP1