



LOOKING FOR A **Support Service Specialist** TO HIRE IMMEDIATELY!

Position in West Hills and Westlake Village

Job Summary:

Will perform various mortgage and administrative functions including assignment and distribution of loan files, ordering appraisal and flood certificates as directed, and maintaining registration and non-funded loan files.

Qualifications:

Candidate must have a college degree or will soon receive degree.
Must have Banking and or Mortgage background.
Must be open to both West Hills and Westlake Village.



Pay rate is \$15.00 an hour.

If you are interested in this employment opportunity and meet the requirements & qualifications for the above listed position...

Email resume to: rulpian@goodwillsocal.org

Reference the position for which you are applying. Only candidates that match resume to position will be considered and receive a notification.

Please, no phone calls regarding these positions

METRO NORTH WORKSOURCE CENTER

342 SAN FERNANDO ROAD
LOS ANGELES, CA 90031
TEL. (323) 539 -2000

Mon, Wed & Fri 8am-5pm/Tue & Thu 8am-7pm /1st & 3rd Sat 9am-1pm



Mission Statement

The Metro North WorkSource Center provides individuals and local business with avenues toward economic self-sufficiency and independence through employment and business services.

Auxiliary aids and services are available upon request to individuals with disabilities. For more information, call (323) 539-2000.

Goodwill Southern California provides, upon request, reasonable accommodation to ensure equal access to its programs, services and activities. The TTY/TTD phone number is (323) 539-2057. Please contact our staff 72 hours in advance. – Equal Opportunity Employer/Program

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