

Director, Mortgage Underwriting

Summary

Located in the Edmonton, Alberta Head Office and reporting to the Managing Partner, the Director, Mortgage Underwriting leads and supports the underwriting team within the Mortgage Origination group. This position will liaise with brokers to facilitate all deal structuring and underwriting, and will coordinate the work flow within the underwriting team. The Director will train and mentor Analysts within the underwriting team. This is a position that works in a team based environment focusing on delivering high quality loan underwriting and financial reporting. This is an excellent opportunity for those looking to develop their leadership and strong analytical skills within the real estate finance industry.

Education & Skills

- Bachelor of Commerce Degree, B.Com (Major in Finance an asset); MBA preferred.
- Direct experience in a related commercial mortgage underwriting role.
- Excellent financial analysis and underwriting skills.
- High attention to detail.
- Strong communication and writing skills.
- Ability to multi-task and work in a fast-paced environment.
- Expert level of knowledge in excel required to include formulas, pivot tables, charting etc.
- Past teamwork, and team player focus and experience required.
- Knowledge of Real Estate or Finance Industry an asset.

Responsibilities

- Manage the work flow in the underwriting pool and the funding process.
- Strong reference and support to help brokers with deal structuring fundamentals.
- Focus on working directly with Lenders and Borrowers to fund deals.
- Work with brokers to suggest deal structures to maximize returns on each deal.
- Use expertise to advise brokers on financial details in deals.
- Attend client meetings and speak confidently on market trends and deal specifics.
- Maintain a strong understanding of lending criteria for each lender.

- Suggest appropriate lenders when underwriting packages are complete.
- Develop and manage relationships with funders at lending institutions.
- Continually reviewing, improving, and developing underwriting templates and processes.
- Identify new Analyst hires and assist in interviewing and onboarding of all new hires.
- Leadership of the underwriting team.
- Training and mentoring Analysts on the fundamentals of underwriting.

All applicants can e-mail jobs@canadaici.ca to apply with their cover letter and resume