

# Mortgage Funding Administrator

## Summary

Reporting to the Manager, Mortgage Funding, the Mortgage Funding Administrator will work with an extensive portfolio of commercial, multi-family residential and industrial real estate properties throughout Canada. The candidate will gain and utilize knowledge of the commercial mortgage industry, conditions management, regulatory compliance, and sound decision-making skills to fund mortgages which have been originated through our broker network. The candidate must be extremely organized with a high level of attention to detail, the ability to multi-task under strict time constraints.

## Education and Skills

- Post secondary diploma in Business, Office Administration or equivalent.
- Proficiency with Microsoft Office Suite including Outlook, Word and Excel.
- Excellent attention to detail.
- Have strong communication skills, verbal & written, with experience in providing excellent customer service.
- Proven ability to maintain a low error rate under high work volume and short deadlines.
- Ability to develop and maintain a positive working relationship with various departments, brokers, customers, solicitors, investors, and third-party professionals.
- Ability to work independently and with a team in an open-plan office.
- Have proven organizational skills and demonstrate the ability to prioritize and multi-task.
- Commercial loan administration experience, is considered an asset.
- Ability to work in a fast-paced environment.

## Responsibilities

- Receipt and review of all pre-funding items as outlined in the commitment letter.
- Liaise with Brokers, Borrowers and Investors to ensure that all supporting documents and pre-funding conditions have been received and satisfied prior to advancing funds.
- Instruct and liaise with third party partners including but not limited to; Insurance Consultants, Solicitors, Quantity Surveyors, and various other professionals.
- Review draft and final legal documents.

- Coordinate and manage all Anti-money laundering (AML) documents.
- Coordinate the closing process with the applicable investor, ensuring that all investor requirements have been met and investor approval has been received.
- Coordinate loan funding with credit and servicing departments.
- Coordinate locking of the interest rate, ensuring that all pre-rate lock conditions have been satisfied and investor requirements regarding timing of rate lock are met.
- Ensure compliance with policies and procedures, legal, ethical, privacy and regulatory requirements.
- Maintain funding status on in-house database system.
- Conduct post funding reviews and resolve open post-funding issues as directed.
- Perform other duties as required.