

Senior Mortgage Underwriter

Summary

Reporting to the Director, Mortgage Underwriting, the Senior Mortgage Underwriter will train analysts, develop and refine processes and templates for underwriting, develop and administer training programs and materials for analysts and origination staff, and provide leadership and assistance to analysts in the underwriting and execution of projects as needed.

In addition, the Senior Mortgage Underwriter will assist in facilitating the funding, execution and ongoing management of committed loans.

Education & Skills

- Bachelor of Commerce Degree, B.Com; Major in Finance; or MBA.
- Excellent financial analysis research and underwriting skills.
- Clear understanding of cash flow statements, preparation and analysis.
- Excellent market research analyst with excellent attention to detail.
- Sales focused individual with excellent interpersonal and communication skills.
- Expert level of knowledge in excel required to include formulas, pivot tables etc.
- Past team work, and team player focus and experience required.
- Knowledge of Real Estate or Finance Industry an asset.
- Adobe InDesign software experience valuable.

Responsibilities

- Assist Mortgage Origination team in structuring mortgage opportunities based on the investment criteria of over 100 sources of mortgage capital available to Canada ICI.
- Finalize and perfect information in location specific mortgage investment brochures.
- Review commitment letters relative to executed Term Sheets/LOIs for the Mortgage Origination team, Lender and the Lender's solicitor.
- Work with the Mortgage Origination team to manage and coordinate the funding process.
- Liaise between Borrowers and Lenders to process the closing of the deal.
- Establish relationships with third party report providers (appraisers, engineers, cost consultants).
- Establish and reinforce underwriting standards and procedures.
- Provide underwriting on complex, non-typical files;
- Other duties as required.