

Firm Capital

A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments
Celebrated 30 years in 2018

Title: Mortgage Administrator

Location: Toronto, ON

Reports to: Director, Mortgage Investment
Underwriting

Job Type: Permanent, full-time

Who we are

An entrepreneurial organization with a long track record and a bright talent pool, the Firm Capital Organization is a real estate private equity firm focused on the areas of mortgage banking, real estate investments and special situation investments. Please visit our website at www.firmcapital.com for further information.

Position

Within the Firm Capital Organization, Firm Capital Corporation (“FCC”) is a Mortgage Banker with the objective of lending \$700 to \$1 billion per year. FCC is looking for a Mortgage Administrator to assist with mortgage underwriting, administration and mortgage renewals.

What you need to succeed

- A minimum of 3-5 years of experience in fund administration preferably in a non-institutional setting and you have a positive attitude and desire to learn about the mortgage industry.
- Strong interpersonal, organizational, and time management skills.
- Proficient and solutions-oriented.
- Demonstrates a high degree of accountability. The successful candidate will demonstrate sound decision-making skills and handle multiple tasks in an efficient and accurate manner and be comfortable working independently.
- High degree of proficiency in Office 365.
- Experience lending and administration activities.
- Demonstrated ability to prioritize activities and meet deadlines in a fast-paced, entrepreneurial environment;
- Strong verbal and written communication skills;

- Must be fluent in English (written and oral); and
- A positive and professional attitude.

Your new role

- Participate in mortgage lending, administration, and loan renewal activities.
- Follow up on all details with respect the above noted activities.
- Organize mortgage documentation on MFiles
- Send the mortgage advance sheet to the accounting department
- Send the solicitor a list of outstanding conditions, mortgage commitment and mortgage advance breakdown
- Contact solicitor when funds are ready
- Follow up with solicitor prior to closing
- Contact solicitor to advise that funds can be released
- Ensure that all conditions have been met, all documentation has been received and that file is complete on the day of closing
- Close files in the system and send to accounting department
- Review solicitor mortgage documentation to ensure it corresponds to the terms of the commitment and is in compliance with established regulatory and company guidelines and policies
- Escalate any documentation issues to the Underwriter and/or Manager for review
- Coordinate with mortgage accounting for the release of mortgage funds on a timely basis
- Respond to all inquiries within the established turnaround times
- Adhere to policy/procedures to ensure AML and Quality Assurance requirements are met
- Participate in skills development, and mandatory assigned learning; and
- Perform other duties as assigned.

What we offer you

- Competitive salary
- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- Creative Social Committee that organizes team building events and weekly socials
- Free parking

How to apply

Please forward your resume and cover letter via email to careers@firmcapital.com and reference the position you are applying to in the subject line. **Please list all professional licensing in your cover letter or resume.** Visit our website at www.firmcapital.com for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.