



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Special Situation Investments  
Celebrated 35 years in 2022

---

**Title:** Mortgage Administrator

**Location:** Toronto, ON

**Reports to:** VP of Mortgage Operations

**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](http://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**

- 2–4+ years of experience in a **high-volume administrative or operations support role** (finance, legal, real estate, accounting, or compliance environments preferred)
- Demonstrated ability to manage **multiple parallel tasks**, track deadlines, and maintain organized records without constant supervision
- Exceptional **attention to detail** — accuracy and completeness matter more than speed in this role
- Strong **data entry and validation skills**; comfortable reconciling information across multiple systems and documents
- Highly organized and process-driven, with a natural inclination to **build checklists, trackers, and orderly filing systems**
- Confident working independently once trained; able to recognize issues and escalate appropriately
- Professional written and verbal **English communication skills**

- Comfortable corresponding with internal teams and external parties (investors, lawyers, brokers) in a structured, professional manner
- Proficient with **Office 365**; experience with document management systems and e-signature platforms is an asset
- Willingness and ability to **learn private mortgage lending concepts, regulatory requirements, and internal processes** through hands-on training
- Reliable, methodical, and accountable — this role suits someone who prefers precision and structure over social interaction

### **Your new role**

- Provide administrative and operational support to the underwriting, and loan servicing teams
- Track and support the mortgage renewal process, ensuring required forms are completed, signed, and properly filed
- Maintain accurate, well-organized loan and investor files, ensuring consistency across internal systems
- Perform data entry and data validation, confirming key loan details (maturity dates, loan type, investor information) are accurate
- Assist with investor communications, including distributing loan approvals, renewal documents, and regulatory acknowledgements
- Prepare and manage DocuSign packages and track execution status
- Support compliance processes by confirming required documentation are completed and up to date
- Assist with property insurance administration, including tracking expiries and coordinating updated certificates with brokers and/or borrowers.
- Track PPSA registrations and assist with renewals when required
- Conduct periodic portfolio checks (e.g., maturity dates, tax confirmation, file completeness)
- Support accounting with backup documentation, renewal fee entry, and administrative billing tasks
- Assist with internal reports, audits, and ad-hoc administrative projects
- Maintain clear tracking tools so tasks, deadlines, and documentation are never missed
- 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](mailto:careers@firmcapital.com) and reference the position you are applying to in the subject line. Please save your resume using the following file name format: LastName\_FirstName\_MortgageAdmin.pdf. ***Please list all professional licensing in your cover letter or resume.*** Visit our website at [www.firmcapital.com](http://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.