



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 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 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 for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.