

ASSOCIATE | Commercial Real Estate Credit Analyst

Pay Range: \$90,000 - \$110,000 per Year

Essential Functions

- Support underwriting and closing team in the collection of all required data, diligence materials and documents required for loans secured by commercial real estate
- Review operating statements, rent rolls, lease history, appraisals and other loan data and provide an analysis of loan feasibility
- Provide support by inputting property and sponsor level data into Archwest's loan origination system
- Assist with preparing financial statement spreads/analysts, credit investigation and loan submission preparation
- Coordinate with third party vendors and counterparties such as borrowers and brokers to obtain all required documents and materials
- Prepare detailed analysis of economic/demographic research to analyze feasibility
- Assist with the preparation of a credit authorization memorandum and loan approval packages
- Ensure compliance with all established credit policies/guidelines.
- May be required to provide comprehensive inspection of physical real estate on a case by case basis

Qualifications

- A Bachelor's degree in Finance or Economics or a related discipline required
- Minimum two years of multifamily credit analysis experience required

Competencies/Skills

- Strong analytical, mathematical and problem-solving ability
- Strong attention to detail with the ability to stay organized and problem solve in a fast-paced environment
- Ability to articulate issues, problem solve and analyze with creative and outside of the box thinking
- Strong communication skills (written and verbal) with internal and external partners; ability to convey findings in a concise and comprehensive manner
- Capability to build trusting relationships internally and externally and elicit confidence by demonstrating reliability
- Strong team player with the ability to work effectively in a cooperative and diverse environment
- Capacity to analyze processes, support change and think operationally and strategically to achieve business goals
- Advanced use of Microsoft Office Suite and intermediate in excel

Accessibility:

At Archwest, we will make reasonable accommodations to enable individuals with disabilities to perform essential functions. Please just let us know by contacting us at mvu@archwestcapital.com

Job Description - Associate - Commercial Credit Analyst.docx

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Activities, duties and responsibilities may change at any time with or without notice.