



## LOAN PROCESSING ASSOCIATE

Reports to: Loan Processing Manager

Pay Range: \$65k - \$70k

### Essential Functions

- Coordinate with underwriting and closing team as well as borrowers and brokers to obtain essential documents to underwrite, close and manage commercial real estate loans
- Organize and manage loan files and follow up as necessary to ensure complete loan packages
- Review credit reports, background checks, operating statements, rent rolls, lease history, bank statements, appraisals, and other loan documentation to provide a 'Know Your Counterparty' summary for underwriting
- Provide support by accurately inputting property, borrower, and sponsor level data into Archwest's loan origination system Salesforce
- Ensure compliance with all established credit policies and guidelines
- Assist with any post-closing file review to ensure complete and accurate packages

### Competencies/Skills

- Strong attention to detail with the ability to stay organized and problem solve in a fast-paced environment
- Capable of multi-tasking and working with tight deadlines in mind
- 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
- Ability to manage a working pipeline with multiple different product types at one time
- Effective organization and time management skills
- Capability to build trusting relationships internally and externally and elicit confidence by demonstrating reliability
- 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

### Education and Experience

- Bachelor's degree, preferred, but not required
- Minimum 2 years of direct experience processing and/or closing commercial real estate loans (or equivalent)

### Benefits and Accessibility:

At Archwest, we provide healthcare (medical, dental, vision), 401(k) with Safe Harbor match, paid holidays, and more. We will also make reasonable accommodations to enable individuals with disabilities to perform essential functions. Please just let us know by contacting us at [careers@archwestcapital.com](mailto:careers@archwestcapital.com).

### Job Description - Associate - Loan Processor

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.