

## ACCOUNT EXECUTIVE (REAL ESTATE LENDING)

Location: Remote

Base Range: \$50,000-\$65,000

Please inquire about our additional Commission Structure

### Essential Functions

- Rigorously prospect for new business and maintain consistent follow up with various business purpose loan opportunities (i.e., initial prospecting and cold calls, emails, customer visits etc.) including fix-and-flip, bridge, single family residential (DSCR), and ground-up construction loans nationwide.
- Ability to prepare and present loan proposals and offerings to various internal departments utilizing internal resources wisely and effectively
- Accurately track and convey productivity and sales metrics to management and participate in regular sales accountability meetings
- Demonstrable record of sales success against quota: commit fully to achieving and exceeding significant daily, weekly and monthly productivity and sales quotas
- Builds rapport and strengthens client relationships during the sales interaction while providing information on loans as requested including application status, funding information and documentation requirements
- Maintains an awareness of marketplace products, practices, rates and changes to ensure company capitalizes on competitive opportunities
- Own the entire sales cycle from end-to-end. Qualify and disqualify leads, size loans, negotiate terms and conditions of loans, work closely with Underwriting, Closing and Servicing Departments
- Works closely with the customer, Credit, and Operations Department members in clearing loan conditions to close and fund loans quickly

### Competencies/Skills

- Ability to articulate an advanced understanding of the real estate industry, terminology and required documents necessary to engage in effective loan production with sales prospects
- Ability to organize sales activity in Salesforce
- Ability to maintain high-level B2C, B2B and inside sales related skills
- Advanced technical financial analysis and computer skills including Microsoft Office (Outlook, Word, PowerPoint and Excel).
- Strong attention to detail with the ability to stay organized and problem solve in a fast-paced environment
- Strong communication skills (written and verbal) with internal and external partners
- 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 startup or scaling culture

### Education and Experience

- Associate or bachelor's degree

### Job Description - Account Executive - Sales

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.



- Minimum 2 years of experience in B2B, B2C or vendor business development or sales role within the business purpose real estate lending field
- Financial analysis or brokerage experience is a plus
- Active real estate license or willing to earn a license (we can help) a plus

**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).

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