

ASSOCIATE | Loan Administration

Reports to : AVP or VP of Loan Administration

Essential Functions

- Board newly funded loans
- Perform loan payment problem solving
- Process internal and external loan inquiries
- Track maturities and process extensions
- Interact with and relay instructions to Loan Servicers
- Perform delinquency tracking, reporting, foreclosure processing & property registration
- Complete waiver, workout, forbearance, and loan modification processing
- Complete maturity tracking and loan extension processing
- Perform delinquency tracking, reporting and foreclosure processing
- Review pay-off demands for accuracy
- Track property tax & insurance coverage
- Calculate interest and percentages, balance accounts
- Notarize modification agreements, assignments, etc.

Competencies/Skills

- 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
- Effective organization and time management skills
- 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

Education and Experience

- Bachelor's degree preferred
- High School Diploma required
- 5 years of experience in loan administration, loan asset management, loss mitigation, mortgage servicing or mortgage banking
- Notary Public Required (if not it will be required to get the proper certification paid by the company)

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 careers@archwestcapital.com

Job Description - Associate - Loan Administration

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.