

## Loan Closer/Processor (Burlingame, CA or San Francisco, CA)

### Job Summary

The position of Loan Closer is a critical component to both support the production team but also coordinate the transition to loan servicing. As part of their duties, the Loan Closer will have daily interactions with clients, lenders, and 3<sup>rd</sup> parties involved in the commercial loan process. The Loan Closer will be primarily responsible for the organization and timely execution of the loan closing while providing a high-touch customer service experience. This position offers an outstanding opportunity to be part of a strong team of commercial real estate finance professionals and future growth opportunities with the firm.

Barry Slatt Mortgage is a long-standing privately held and respected institution with more than 45 years of experience in commercial mortgage banking. Barry Slatt Mortgage has diverse correspondent network with several of the most prestigious lenders in the country, providing custom-tailored solutions for borrowers' needs.

### Required Skills/Qualities:

- Prior commercial loan closing experience with a lender or escrow company
- Excellent technical, oral and written communication skills.
- Ability to prioritize and work on multiple closings while managing deadlines
- Excellent organizational skills and attention to detail.
- Ability to think critically and approach challenges and issue that arise with a problem-solving mindset.
- Takes the initiative to learn new skills and processes
- Values a team atmosphere and working together for a common goal.

### Responsibilities:

- Gather, review and analyze applications, borrower financials, loan documents, 3<sup>rd</sup> party reports including appraisals, environmental reports, and physical site inspection reports; and various lender required documents.
- Problem solve and think critically as issues arise on loan closings
- Understand the lender's reasons behind all the requirements throughout a loan closing
- Coordinate loan requirements with third party vendors, attorneys, and escrow companies.
- Maintain detailed checklists on deal files for internal team and external lenders
- Provide instructions and requests to title/escrow, 3<sup>rd</sup> party vendors, borrower & broker agents. Follow-up for receipt of documentation, providing guidance and assistance for completion.
- Interact with customers and production team about the status and handling of the loan closing while maintaining a high degree of courtesy and professionalism.
- Maintain Salesforce closing workflow and closing document repository. Complete internal loan closing checklist/memo for the servicing team upon closing.
- Track/monitor progress of post-closing requirements.
- Treat people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values; accepts responsibility for own actions.
- Follow policies and procedures; supports the company's goals and values.

### Salary & Hours:

- M-F: 8.30a.m. - 5.30p.m. (Full Time); Ability to work in both Burlingame and San Francisco.
- Competitive Base Salary plus attractive closing bonuses paid on each closing