

Commercial Loan Closing Administrator (Burlingame, CA)

Job Summary

The Closing Administrator will assist our closers, analysts, and producers in the closing of commercial real estate loans and will have the opportunity to be involved in every stage of the closing process. This position offers an outstanding opportunity to learn the commercial real estate finance business and could lead to future growth opportunities with the firm.

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

Required Skills/Qualities:

- 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.

Description:

- Manage 1Point/Salesforce for deal accuracy
- Prepare Estoppels and SNDA – track and review changes
- Send out initial Insurance Requests – manage timely receipt
- Request Zoning Letter and/or Report
- Send out Conference Call invites and reminders
- Help 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, 3rd 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.
- 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.

Contract Rate & Hours:

- This is a temporary contract position starting December 1st – 45-60 days.
- M-F: 8.30a.m. - 5.30p.m. (Full Time); Work from home is available.
- \$30/Hour

Send resume and cover letter to jobs@slatt.com