

## Portfolio Manager – Commercial Real Estate Loan Servicing

### San Francisco Bay Area, Los Angeles, San Diego, or Remote

#### **Job Summary**

We are looking for a Portfolio Manager to manage and oversee a portfolio of CRE loans that we service on behalf of various correspondent lenders. The Portfolio Manager will be responsible for supervising all activities within their loan portfolios, including collecting and analyzing annual property financials, reviewing annual inspections, monitoring properties' financial and physical condition for elevated risk, processing borrower and lender requests, and on-boarding new loans. In addition to the loan portfolio management duties, we are looking for an experienced manager to supervise loan events and/or watchlist loans that require special attention. This position requires working in a high-energy, team-focused and demanding environment, working with our closing team, analysts and commercial mortgage bankers. The ideal candidate will inspire the trust of others, working ethically and with integrity, while upholding organizational values.

Slatt Capital is a long-standing privately held and respected institution with more than 51 years of experience in commercial mortgage banking. Slatt Capital has a diverse correspondent network with several of the most prestigious lenders in the country, providing custom-tailored solutions for borrowers' needs.

#### **Description:**

- Take an active role in formulating, revising, following, and implementing loan servicing policies and procedures to ensure compliance with lender and company guidelines and requirements and data security protocols.
- Assist in the mentoring and training of loan servicing staff including analysts, loan admins, and other personnel.
- Provide support for the compliance related matters both internally and per lender and loan document requirements – financial statement processing, inspection review and processing, database management, file maintenance and documentation, borrower compliance with documents, quarterly and year-end reporting, file preparation for audits, etc.
- Assist in the coordination of internal audits of department operations.
- Review financial statements within the assigned portfolio, provide timely reporting to lenders, master servicers and senior management.
- Supervise all loan events or watchlist loans and coordinate activities to work out problem loans or loan events with senior management and original mortgage banker. Oversee the preparation of company Watchlist Reporting and conduct regular meetings to review status of these items.
- Prepare loan briefs for borrower assumptions or collateral changes including research, financial modeling, and borrower credit review.
- Follow-up on post-closing items. Timely and professional interaction with team members, borrowers, lenders and third-party service providers.
- Participate in weekly meetings with Closing and Production professionals to discuss deal flow, deadlines, lenders, and new clients.
- Build relationships within the industry through meetings, events and involvement in real estate organizations.

#### **Requirements:**

- Bachelor's degree in Real Estate, Accounting, or other similar major.
- 7+ years of prior commercial real estate experience in Asset Management or Portfolio Management role in financial institution or commercial mortgage banking.
- Fluency in and ability to create Excel financial models and spreadsheets are essential. Familiarity with MS Office applications (Word and PowerPoint) & ability to learn new applications.
- Excellent oral and written communication skills.
- Ability to work independently and collaboratively.
- Strong organizational skills with attention to detail.

#### **Salary & Hours:**

- M-F: 8.30a.m. - 5.30p.m. (Full Time); Some Traveling Involved

Send Resume to: [jobs@slatt.com](mailto:jobs@slatt.com)