**Commercial Loan Transaction Coordinator**

**(Los Angeles, CA)**

**Job Summary**

Slatt Capital seeks a deadline-driven transaction manager with close attention to detail to support our mortgage banker in Los Angeles and California. This position entails working with our internal team of analysts, producers, and external stakeholders to close commercial real estate loans.

Slatt Capital is a long-standing, privately held, and respected institution with more than 55 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.

**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 issues 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
* A minimum of 3-5 years of CRE closing experience or equivalent is required

**Responsibilities:**

* Prepare Estoppels and SNDA – track and review changes.
* Send out initial insurance requests – manage timely receipts.
* Request Zoning Letter and Report
* Send out Conference Call invites and reminders.
* Help coordinate loan requirements with third-party vendors, attorneys, and escrow companies.
* Maintain a detailed closing task checklist for internal teams and external lenders.
* Provide instructions and requests to title/escrow, third-party vendors, borrower, and broker agents. Follow up for receipt of documentation, providing guidance and assistance for completion.
* Interact with customers and the production team about the status and handling of the loan closing while maintaining high courtesy and professionalism.
* Maintain Salesforce closing workflow and closing document repository. Upon closing, complete the internal loan closing checklist/memo for the servicing team.
* Treat people with respect; keep commitments; inspire the trust of others; work ethically and with integrity; uphold organizational values; accept responsibility for own actions.
* Follow policies and procedures; support the company's goals and values.

**Salary & Hours:**

* M-F: 8.30a.m. - 5.30p.m. (Full Time – in office position)
* Hourly Wage $44 to $48 / Hour
* Closing Bonus - $500 per loan or modification processed (we expect 10-20 files closed per quarter)
* Total Comp Expected Range $115 to $140k

Send resume and cover letter to jobs@slatt.com