

MORTGAGE UNDERWRITER

SURREY, BC



Are you looking for a positive and rewarding work environment?

We are a fast-growing mortgage company located in Surrey, BC, hiring for an experienced Administrative Associate / underwriter to help with the day to day operations and sales of our team's mortgage business.

The Opportunity

Reporting to the team lead, the Administrative Associate/Underwriter must be extremely organized, proactive, and a quick learner willing to take on a variety of tasks. This individual will be a detail-oriented person who can work independently and in collaboration with the operations team. This is a full-time position based out of Vancouver offering 40+ hours a week (9:30-5:30 pm Monday to Friday with some evening and weekend availability).

Responsibilities:

- Accurately update and maintain personal information on our CRM Database
- Process and review client's documents for application submission
- After getting the license and with proper training, communicate effectively with clients over the phone or in person about financing needs
- Structuring mortgage application to banks and discussing deals with Underwriters and Credit Assistants
- Liaising with the operations team to understand files, challenges, and offer solutions
- Provide administrative support to team
- Maintain open communication with the team to ensure timely customer service
- Contribute to team effort by accomplishing related results as needed
- Other duties as assigned

The ideal candidate will have the following skill set:

- High attention to detail and a high degree of accuracy
- Strong ability to multitask
- Reliable and thrives in a small team environment
- Speaks English fluently (Punjabi would be beneficial)
- 1-3 years of work experience ideally in the Banking industry
- Experience with the following systems: CRM system, Word, DocuSign, Excel, and all Social Media platforms
- Be able to work under pressure during peak times
- Interpersonal skills

What's in it for you?

\$40,000 base salary plus compensation from commission sales – the sky is the limit!
Competitive benefits package including Employer paid Health and Dental benefits
A positive and rewarding work environment!
Build a foundational step in to the mortgage industry
Be an integral part of the growth of our company

What's next?

If this sounds like an exciting opportunity for you, please fill out a personality test (link below) and send it with your resume to: Robert.hein@elitelending.ca
<https://www.tonyrobbins.com/disc-landing-form/>