

# 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](mailto:Robert.hein@elitelending.ca)  
<https://www.tonyrobbins.com/disc-landing-form/>