

Mortgage Underwriter

Westboro Mortgage Investment LLP (Ottawa)

Westboro Mortgage Investment LP, is a private mortgage lender serving the mortgage brokerage community since 2004.

Westboro MILP provides residential and commercial mortgages to individuals and businesses in Ottawa, Ottawa Valley, Gatineau, Kingston/Seaway area and most recently Southwestern Ontario.

The Mortgage Underwriter is responsible for reviewing negotiating, recommending, declining and in some instances approving mortgage applications with established credit guidelines utilizing sound credit judgment and without compromising service and profitability.

Job Type: Full-Time

Salary: Compensation Based on Experience- TBD

Education/ Technical Experience:

- University/College degree in related field preferred
- Minimum 3 years experience performing mortgage underwriting procedures as a mortgage agent and/or as a mortgage lender.
- Experience with MS Word, Excel, Adobe Professional, Email, Windows File Manager required.

Job Skills:

- Experience in residential mortgage underwriting
- Strong Analytical and Organization Skills
- Committed to Exception Service.
- Excellent Oral and Written Communication style.
- Sales, Networking and Marketing Skill an Asset.
- Good comprehension of Consumer Credit and Mortgage Products.

Duties and Responsibilities:

- Review verify, validate received mortgage applications.
- Negotiate, structure, provide timely and accurate credit decisions/commitments to mortgage originators.
- Follow up with brokers on daily basis with mortgage agents and brokers to ensure efficient closings.
- Provided highest level of internal and external customer service while fielding

mortgage broker inquiries, by phone and/or email.

- Review GDS/TDS, Loan-to-value analysis
- Review of Purchase & Sale Agreements, Appraisals, Credit Reports, Income Documents for completeness and accuracy.

Only suitable candidates will be contacted.

Please send your resume via email to: **info@westboromic.com**