

Job Description - Principal Mortgage Broker

Lee & Associates Commercial Real Estate Inc. is looking for a motivated and experienced commercial mortgage broker with previous industry experience to join the Toronto office as a Principal Mortgage Broker. In this position, you will work with various commercial asset classes. We will provide targeted leads, training, and continued support as well as marketing assistance. The position of Principal Mortgage Broker reports to the President and provides an opportunity to build a focused career in the commercial mortgage industry.

Experience:

- 2-4 years of experience as a Commercial Mortgage Broker
- Client focus in either financial services, capital markets, and /or banking industry
- Experience in working in a fast-paced environment
- Ability to work with excel, calculate debt service coverage ratios, and other related concepts
- Understanding cash flows for business and real estate
- Complex debt structuring - Capital Stack Structuring and a basic knowledge of accounting
- Experience with commercial real estate assets will be considered as an asset

Responsibilities & Duties

- Shall ensure all mortgage transactions are compliant with the Mortgage Brokerages, Lenders and Administrators Act, 2006 and regulations.
- Responsible for the conduct of the Mortgage Brokerage and its Brokers and Agents
- Responsible for developing policies and procedures on verifying clients'/borrowers' identities,
- Develop, maintain, and ensure that the Mortgage Brokerage's policies and procedures manual is adequately designed, and to make recommendations for changes or amendments.
- Develop and maintain online library of Mortgage Brokering Forms and transaction documentation.
- Manage inbound leads, online, by phone, or in-person
- Ability to convert the leads to closed mortgage applications
- Provide new and existing customers on adequate advice based on the customers' financial needs
- Obtain and analyze pertinent financial and credit data
- Analyze current programs to provide accurate and timely information to customers
- Negotiate terms and conditions of mortgage loans with applicants
- Act as primary liaison with borrowers (customers), and other company members to facilitate a prompt and efficient loan closing
- Mortgage application process for clients
- Maintaining your FSCO Certified Mortgage Broker designation
- Ensure compliance with policies and procedures including legal, ethical, and regulatory requirements
- Keep informed on trends and developments in the local real estate market, as well as the changing rules and regulations, pertaining to both private and government-insured mortgages

What sets us apart?

Lee & Associates is the largest firm of its kind in North America. Our structure makes our culture unique and attracts likeminded entrepreneurs who leverage their expertise to spur innovation and help Lee & Associates sustain a competitive advantage. As owners of the company this separates them apart from their competition and creates one common goal; to provide seamless, consistent execution and value driven market-to-market services to their clients.

Every Lee office is owned and operated by the real estate professionals and deliver world class service to an array of regional, national and international clients--from small businesses and local investors to major corporate users and institutional investors. Our professionals combine the latest technology, resources and market intelligence with their experience, expertise and commitment to superior service to optimize your results. Since 1979, Lee & Associates has been attracting the best and brightest in the industry. Now a powerful national network of top professionals, the company enjoys its hard-earned reputation as a top tier national commercial real estate services provider.

Contact Details

Please submit resume to Mark Cascagnette at markcas@lee-associates.com; admin.toronto@lee-associates.com.