



JOB TITLE: Servicing Associate
DEPARTMENT: Operations & Administration
REPORTS TO: President
FLSA STATUS: Non-exempt
DATE PREPARED: January 23, 2012

This role supports the organization's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment, accountability and ownership. This position handles confidential information.

POSITION SUMMARY

The Servicing Associate will:

- Assist in packaging, underwriting and closing of commercial mortgage loans
- Become proficient in all aspects of Loan Servicing
- Coordinate with Borrowers in gathering information required in loan applications
- Assist in loan closings
- Investor reporting as required in our servicing agreements
- Prepare monthly revenue reports for Vista regarding servicing income
- Prepare annual property inspections for investors
- Coordinate with investors on such items as loan modification requests, loan payoffs and other borrower requests
- Other general office duties on an as needed basis

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

A Bachelor's Degree is required.

OTHER SKILLS

Ability to speak, hear, see and sit; ability to speak, read and write in English; good problem-solving and interpersonal skills; ability to multi-task, assess priorities and make appropriate decisions; good verbal and written communication skills; excellent customer services skills; proficient in use of Microsoft Word, Excel and Outlook; knowledge of Adobe products and RE Applications is preferred.

WORK ENVIRONMENT

Position is in an office setting that involves everyday risks or discomforts requiring normal safety precautions.

To submit your resume, please email Melissa Laneve at mlaneve@cornerstonecre.com.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.