



## **Position: Credit Analyst**

### **Company Overview**

A fast growing Commercial Real Estate Financing Brokerage Firm is looking for an individual who likes to explore their interests and passions; to discover their full potential. We are a young and growing company that embraces individualism while providing a supportive network. We welcome diversity and share the common values of working hard and a good sense of humour with a quick wit. Come and discover your potential with us!

**Location:** Richmond BC

**Position:** Full-Time Credit Analyst (Commercial Real Estate Finance)

### **What you'll be doing:**

You will provide support to the sales team by ensuring all administrative tasks related to the commercial loan approval process are completed in a timely manner with a high degree of accuracy. This will include:

- Collecting and reviewing supplementary documents in order to assess a customer's eligibility for commercial real estate financing
- Determining credit worthiness of applicants
- Designating degree of risk involved in extending credit by performing cash flow analysis of business
- Ensuring all approved applications comply with firm and lender criteria
- Responding to inquiries from lenders
- Following up with the law firms to ensure the loan legal documents handled properly
- Contacting lending partners to discuss deals and finding solutions for gaining approval
- Actively working to expedite loan approval process by verifying relevant documents in a timely manner
- Ordering appraisal report and environmental report according to the lenders' requirement
- Ensuring compliance on all loan products

**About you:**

- Keen eye for detail with strong analytical and organization skills
- Able to research and evaluate data to make informed decisions and solve problems
- Sense of discretion and willingness to maintain strict confidentiality of pertinent and sensitive information
- Able to prioritize and quickly complete a constant flow of requests
- Excellent verbal and written communication skills in English and Mandarin
- Able to work independently and within a team
- Positive friendly personality with a good sense of humor
- Sub-Mortgage Broker Licence is a Must for this role. If not currently licenced, exam for mortgage broker licence must be passed within 3 month of employment

**What we offer:**

- Comprehensive hands on training
- Competitive salary (depending on experience)
- Benefits: Full MSP coverage & Premium Benefits (Health, Life, and Dental)
- Monthly team and company events
- Regularly scheduled performance evaluations and ongoing training

How to apply?

Please send your cover letter with your resume to: [info@gentaicapital.com](mailto:info@gentaicapital.com)

Full Time Permanent Job

Closing Date: June 1<sup>st</sup>, 2018