



Find your home with
Canada's Mortgage Company

Mortgage Specialist, Commercial Mortgage Servicing **Vancouver, BC**

The Commercial Mortgage Specialist will provide servicing and support to the investor servicing team in relation to meeting tight deadlines for collection of mortgage payments, reporting and portfolio maintenance. Reporting to a Team Lead, this position is responsible for gathering and combining data from various sources to provide reports to stakeholders with accuracy and precision and provide solutions to improve the efficiency and quality of services provided to investors. You will have access to software, a team of Mortgage Specialists in payments, insurance, taxes and borrower relations and a management team for support. You will become part of a winning team comprised of experienced commercial professionals enjoying great success in the industry with the ability to learn from our leaders. The Mortgage Specialist will be responsible for managing and maintaining a high volume of incoming and outgoing cash in trust accounts. You will provide timely and proactive support including:

- Collection of mortgage payments;
- Remittance of funds to investors;
- Level 1 arrears management;
- Produce weekly, monthly and annual reporting to internal and external clients;
- Trust accounts reconciliation;
- Maintain accurate data for reporting purposes with both physical and electronic files;
- Maintain and develop controls to ensure the integrity of the mortgage loan system and the accuracy of information;
- Explore solutions using technology to improve processes or deliver information to management;
- Assure the quality of data/information that flows within and out of Servicing department; and
- Liaise and maintain positive relations with borrowers, lenders, brokers, insurers, external vendors, and other departments for any information requests.

This is an excellent opportunity for a motivated young professional with a passion for finance and commercial real estate to establish their career within a professional and dynamic work environment.

This role is for you if you:

- Have completed an undergraduate degree in one of the following concentrations: finance, economics, urban land development, accounting or business administration
- Possess previous financial and/or mortgage industry an asset (commercial mortgage servicing experience is strongly preferred)
- Have intermediate experience using Microsoft Applications including Microsoft Office 2010, Excel (Power Pivot, an asset), Word and Power Point
- Have proven ability to problem solve and manage conflicts
- Possess an entrepreneurial mindset with the ability to provide flexible solutions to our clients
- Are a motivated self-starter who is results driven
- Have a passion for real estate combined with an understanding of financial analysis
- You possess strong organizational skills with a high attention to detail
- You take ownership of your work and demonstrate a high degree of accountability and commitment at all times
- You have excellent communication skills, both written and verbal, and are able to work well independently as well as within a team environment

Who are we?

We are Canada's Mortgage Company. Founded in 1974, CMLS Financial is one of Canada's largest, independently owned mortgage services companies. We currently originate over \$2.5 billion of commercial mortgages each year and since 2013, have helped over 10,000 Canadians achieve their dream of home ownership.

Learn more at www.cmls.ca or check out our Careers page on LinkedIn.

You will love working here:

Employees tell us that they love that we strike the balance in creating an incredibly professional, yet dynamic and enjoyable corporate culture. We work in a fluid and fast-paced environment that is supportive of energetic and motivated individuals who pride themselves on being flexible and results-driven. Our employees get valuable industry knowledge and experience and have the opportunity to an impactful career with CMLS. We are committed to providing our people with a challenging and rewarding career because our employees are what set us apart and **we know it**.

We want to hear from you!

If you are confident that you would be a strong asset to our team, submit both a cover letter and resume to careers@cmls.ca with "**Commercial Mortgage Specialist**" in the subject line. Be sure to tell us why you believe yourself to be a perfect fit! We thank all applicants for their time in applying, however we will only contact those selected for an interview. **Consideration of applications will begin immediately and continue until the position is filled.**