



Co-ordinator/Servicing Agent Position Available

Volumes are growing as the company expands its' operations in B.C. Alberta and Ontario and we require individuals in our Underwriting Department to ensure we maintain the high level of service established to date.

Applicants should have experience in the mortgage industry and have strong analytical & telephone skills.

Primary objective would include, but not be limited to, the obtaining and reviewing of mortgage conditions and the addressing of any issues that arise after a mortgage has funded.

Duties would include:

- Assist with the follow up communication with Mortgage Brokers
- To gather and review all conditions required to close the mortgage, ensuring all documents meet guidelines and are as per Commitment Letter.
- To work with the SCCC Underwriter keeping them informed of any issue that may jeopardize the closing of the mortgage and to assist in resolving.
- To ensure all conditions and documentation are received and reviewed prior to forwarding the file to funding for instructing.
- To follow up on all mortgage payments in arrears, ensuring they are collected on a timely basis and the appropriate fees associated are charged.
- To prepare all documents regarding Foreclosures and to consistently follow up with Lawyer during the process, along with keeping Investors apprised of situation.
- To review all arrears reports on a weekly basis and follow up with clients for payment.
- Keep files (paper and computerized) in an organized and accurate manner.
- Assisting with the daily duties of SCCC when necessary

Spectrum-Canada is a young, high energy, sales oriented, organization looking for like minded people to join their team.

Please e-mail or fax your resume to:

Human Resources Fax – 604 684 0308
info@spectrum-canada.com