

Company: Sun Life Financial

Location: Wellesley Hills, MA

Job Title: Associate Director Mortgages

Job Summary:

This role will be responsible for the analysis and origination of new loan production initially under the direction of a Sr. Director, Production and over time responsible for new loan production within specific markets. The position will also assist with impaired loans, property valuations and market research.

Major Accountabilities:

- Identify and analyze mortgage loan opportunities provided by mortgage Loan Correspondents and make recommendations to the Production Officer and US Head of Mortgage Production.
- Analyze loan submission information, prepare loan recommendation and related documentation and submit for approval.
- Document loan approvals and prepare loan commitments.
- Monitor existing loan portfolio within assigned territories to identify trends and potential risk
- In conjunction with Asset Management Staff and mortgage loan correspondent, review, analyze, recommend, and finalize requests from borrowers for changes to Loan Documents.
- Assist with the Annual Inspection process and Risk Rating process.
- Expedite closing of loan transactions by interfacing with legal staff, servicing group, mortgage loan correspondents and third party vendors.
- Establish and maintain relationships with mortgage loan correspondents and borrowers for the purpose of actively seeking prospective mortgage investment opportunities as well as keeping current with market trends.
- Assist with various special projects as the need arises.

Job Requirements:

- 3-5 years experience in commercial real estate analysis/valuation preferred.
- Sound knowledge of mortgage loan underwriting and/or appraisal techniques for all commercial property types.
- Strong knowledge of typical commercial loan documents, lease contracts, property operating statements, financial statements, building condition reports and environmental assessments.
- Ability to cultivate relationships within Sun Life's Mortgage Loan Correspondent system, a network of independent contractors who are the exclusive sources of Sun Life's mortgage business.
- Bachelors Degree Required, MBA or MAI desired.

- Appraisal courses or other industry courses.
- Knowledge of commercial building construction.
- Ability to travel approximately 20% of the time (average: 4-5 days/month)
- Excellent verbal and written communication skills.
- Sound business acumen/decision making skills with strong marketing/negotiation skills.
- Self-starter with ability to work independently and highly motivated team player.
- Proven ability to analyze/solve problems and ability to prioritize/multi-task.
- Collaborative approach to solving problems.
- Advanced user knowledge of Microsoft Excel, Word and the Internet.

To apply to this position, please visit our website at <http://www.sunlife-usa.com/careers/> and apply to Job Number INV00552.