

We are hiring an Associate Director in our Commercial Financing department!

The Role:

The Associate Director contributes to the production and development of the commercial mortgage portfolio by analyzing financial and supporting documents on incoming applications and ensuring information is consistent with internal, insurer and investor policies. The role is specific to CMHC, construction and conventional commercial real estate financing requests.

Reporting To:	Assistant Vice President, Commercial Financing
Full-Time/Part- Time:	Full-time
Salary Range:	\$78,841 - \$126,146
Hours of Work:	8:30 a.m. – 5:00 p.m.
Grade:	17.2
Office Location:	Vancouver BC
	Great location! Steps away from the main public transit station
What we offer:	Highly competitive compensation package which includes, base salary, bonus, benefits, and career advancement opportunities!
	<i>*Eligibility for benefits is dependent on the terms of employment</i>

What you will do:

- Provide oversight and support to more analysts working directly within the team, including reviewing underwriting, credit applications and loan commitments.
- Ability to handle complex transactions from start to finish with minimal oversight.
- Work directly with clients and prospects to gather due diligence, advance relationships and recommend appropriate mortgage solutions
- Make decisions on advancement of loan opportunities, complex structuring and credit
- Analyze financial information on commercial properties including rent rolls, operating statements and financial/net worth statements, to assist management in determining the appropriate loan size, terms, conditions and pricing
- Review third party reports including appraisal, phase I/II environmental reports and engineering reports, to determine compliance with investor requirements, product lending and guidelines and loan terms and conditions
- Review conditions and exception requests and prepare recommendations to credit/investors. Ensures that underwriting procedures are in force at all times and senior management authorizes any exceptions
- Prepare loan summary including financial analysis and credit documents to assist in the loan approval process
- Coordinate with Funder, Investor, Legal, and other third-party consultants to ensure loan conditions are met
- Coordinate with clients and prepare Letters of Interest and Commitment Letters along with managing information flow to ensure smooth loan transactions
- Develop and analyze construction/development pro-forma as of various multi-unit housing type projects
- Monitor on-going construction loan draws, cross-referencing budgets, and ensuring applicable undertakings are performed
- Monitor pending and approved loans and any corresponding fees which includes a review of any fees currently on deposit with First National
- Assist from time to time in preparation for prospect and existing client meetings
- Assist in training and mentorship of other team members
- Perform other duties as necessary to support the goals and objectives of the commercial mortgage division
- Adhere to policies/procedures to ensure AML requirements are met, when applicable.

The Requirements Needed:

- **Must have minimum of 5 years of experience working on CMHC underwriting, CMHC applications/submissions, and CMHC funding/post-approval requests.**
- Experience in commercial real estate lending is a must
- Undergraduate Degree and/or MBA with focus in a Finance/ Real Estate related discipline
- 6-7 years' experience in a relative commercial real estate role

- Knowledge of applicable real estate lending regulations is a must
- Experience in financial analysis (i.e. balance sheet, income statement)
- Organizational skills to manage several ongoing and competing tasks simultaneously
- Experience communicating with clients, appraisers, engineers, lawyers, consultants, investors and/or credit committees
- Strong understanding of legal documentation, ownership structures and AML requirements
- Preferred experience in CMHC and/or construction finance, development industry, private equity, cost consulting, or accounting with a commercial mortgage focus
- Familiarity with principles of property valuation and the construction process
- Advanced PC skills, with an emphasis on Word and Excel
- High degree of consistent accuracy and attention to detail
- Able to work with minimum supervision
- Results oriented and highly motivated self-starter
- Bilingualism (French, English) an asset

Why join First National?

- Supportive teamwork focused environment
- Collaborative entrepreneurial spirit
- Extensive training programs to set our employees up for success
- Bright open concept office environment
- Large kitchens with a coffee and latte maker to enjoy at no cost
- Opportunities to give back to the communities and work through events focused on a variety of charities
- Ongoing social events throughout the year

The team you will join:

Founded in 1988, First National is one of Canada's largest non-bank lenders. We provide residential mortgages exclusively through our mortgage broker channel and service commercial clients through our national origination team of empowered advisors.

At First National, *It's in our Nature* is our rallying cry. It underlies our values, beliefs, and how we show up for each other, our clients, our partners and the community. Our nature defines who we are and guides every decision we make.

First National is proud to be an equal opportunity employer and is committed to diversity and inclusion regardless of race, color, religion, national origin, age, gender identity, physical or mental disability, sexual orientation or any other category protected by law.

First National supports requests for accommodation from applicants with disabilities; please contact Human Resources at accessibility@firstnational.ca.

We would like to thank all applications for their interest, but only candidates selected for an interview will be contacted.

#FNLOBC