



Greemann Capital
6140 28th Street, Suite 215
Grand Rapids, Michigan
Phone: (616) 957-4777
Fax: (616) 957-4776

Title: Commercial Mortgage Underwriter and Closer

Location: Grand Rapids, Michigan

Salary: Base + Discretionary Bonus

Status: Full Time, Employee

Career Level: Experienced (non-manager)

Greemann Capital is a privately owned commercial mortgage banker that has a long history of successful Commercial Mortgage Banking in Western Michigan. Greemann Capital arranges commercial mortgage financing for Western Michigan's most high profile real estate projects from prominent real estate owners, with national and international institutional investors. Please visit our web page at www.greemanncapital.com for more information.

What are the job responsibilities?

- Responsible for underwriting, packaging, submitting, negotiating, and closing commercial mortgage loans.
- Tasks include working with borrowers to gather necessary information, determining values, understand the economics, understanding the market, and addressing the risks and strengths of specific transactions.
- Responsible for financial analysis, and proficient in the use of Excel financial modeling to evaluate values and risks in a transaction.
- Responsible for complete due diligence, and preparation of mortgage submission packages for presentation to institutional lenders. This includes in house appraisals, market studies, financial analysis, and analyzing the security, location, tenancy, cost, and value of the transaction.
- Responsible for the coordination of the closing process. This includes information tracking and flow of documentation to and from borrower and lender, review and recommendations on all third party reports, and preparation of closing statements. Also responsible for working with servicing and post closing issues, as well as annual property inspections.

What are the skills needed to be successful?

- Organization, attention to detail, follow up, and customer service
- Excellent written and verbal communication skills
- Experienced with Microsoft Office
- Team Player
- Multi-Tasking Abilities
- Self Motivated / Self Starter

What type of Knowledge is needed for this job?

- Knowledge of the markets in Grand Rapids, Lansing, Kalamazoo, South Bend and Traverse City.
- Understanding of the real estate markets for office, industrial, retail and multifamily.
- Knowledge of and the ability to develop a rapport / relationship with real estate developers and institutional mortgage lenders.

To apply please send your resume and cover letter to Maggie Laureto at maggie@greemanncapital.com.