

**Employment Opportunity: Builders Capital Mortgage****Type of Opportunity:** ( ) Internship ( X ) Full-time Job

**Date Posted:** January 2005      **Job Title:** Construction Loan Underwriter  
**Application Deadline:** Open      **Runstad Code ID Number:** (to be assigned)

**Company Profile:**

Builders Capital Mortgage has a unique opportunity for a candidate looking to become an integral part of a small, successful and growing business. Builders Capital Mortgage is a regional portfolio construction lender looking for a *Construction Loan Underwriter*, who will immediately become involved in a number of key disciplines essential to the company's operations and success.

**Job Description:****Daily responsibilities of the position may include:***-Information processing, collection and analysis-*

- Assemble and maintain loan files in accordance with internal underwriting policies; enter data into the system at each stage of processing as required.
- Examine overall loan documentation to ensure accuracy and completeness
- Review preliminary title reports, applications, appraisals, and plans to ensure that each loan meets the company guidelines
- Underwrite complex transactions, problem solve and work with minimal supervision
- Ensure brokers/customers receive the information necessary to complete loan files
- Audit loan applications for accuracy and completeness. Work with team and customer representative to collect missing information as required.

*-Loan approval, closing and funding-*

- Perform due diligence, prepare credit approval package for review and approval
- Communicate core underwriting decisions to company management
- Coordinate bank, escrow and loan documentation between company finance personnel and third-party vendors.

**Compensation:**

Compensation consists of competitive base salary, benefits, and available bonuses.

**Qualifications:**

- Proficient in use of PCs and software applications; strong sense of MS Office
- Ability to work in an entrepreneurial, team environment
- Strong problem solving and analytical skills
- Excellent customer service skills
- Strong communication and organizational skills
- Willing to work in every other small business capacity: whether faxing, copying, data entry, training, taking inventory, solving technical problems, or managing financials.
- Great rapport with people. Can create dynamic relationships over the phone and in person, and can maintain a working relationship with different types of people.
- Willing to juggle several important responsibilities at once, and can prioritize tasks appropriately.
- Resourceful, analytical and quick thinking.
- Innately detail-oriented, organized and work in a systematic way; can also function well in the midst of frenetic and imperfect situations
- 2 years experience in mortgage underwriting market, construction loan underwriting is a big plus.

**Contact Information:**

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