

We are currently looking to fill a New Loan Set-up Analyst position in the Primary Servicing Department. Listed below is the job description for this open position. Qualified internal & external employees should forward their resumes to my attention at [recruiting@c3cp.com](mailto:recruiting@c3cp.com) for consideration. If you should have further questions please contact me directly.

**BASIC FUNCTION:**

- Review/Interpret Loan Document for New Loan Set-up, to include analyzing tax and insurance documentation.
- Responsible for ensuring that the best possible customer satisfaction is provided to all external and internal customers, while representing C-III in a positive and professional manner.
- Payment/Cash Processing

**ADDITIONAL FUNCTION:**

- Projects
- Other duties and Projects as assigned by Manager/Supervisor
- Cross-train on other department functions

**MAJOR DUTIES:**

- Review/Process new incoming loan packages for New Loan Set-up.
- Ensure data integrity upon input of loan documentation into the Commercial Loan System.
- Conduct research in order to obtain missing pertinent loan information required for the setup process.
- Interfaces with internal and external customers on a daily basis regarding New Loan Setup related issues.
- Processing payments/payoffs, etc.
- Process transactions needed for the de-conversion of outgoing loans.

**BASIC REQUIRMENTS:**

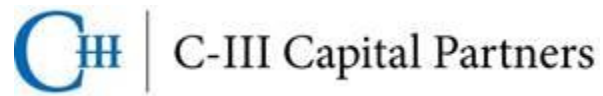
Knowledge/Skills:

- Organization skills, accuracy and the ability to prioritize tasks.
- Excellent verbal and written communication.
- Ability to complete tasks with strict deadlines.
- Utilize problem solving skills to complete job responsibilities.

Education/Experience:

- Experience in Commercial/Mortgage Industry required.
- Knowledge of Commercial loan documentation and terminology preferred.
- Knowledge in the process/procedures of ARM Adjustments a plus.
- General knowledge with tax and insurance documentation a plus.
- Proficiency in computer skills; Microsoft Office, MS Word, MS Excel and Internet.

Thanks,



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