Arbor’s Boston office has a career opportunity for an Analyst in Underwriting. The main function of this position will be assisting the Underwriter(s) in analyzing, processing and packaging multifamily and commercial loans.

Responsibilities:

• Collect, package, review and reconcile loan application documents including financial/credit exhibits under various underwriting programs

• Order and perform the preliminary review of all third party reports (appraisal, inspection and environmental) for compliance with guidelines

• Analyze, interpret and underwrite complex multifamily real estate transactions in compliance with respective agency guidelines (Fannie Mae)

• Conduct detailed economic and demographic research to determine feasibility of transactions

• Assist the underwriter in preparing and presenting comprehensive loan approval package to credit committee

• Conduct inspections of physical real-estate assets

Qualifications:

• Bachelor’s degree in Finance, Economics or a related discipline and have a familiarity with the terms and concepts of real estate finance. Previous multifamily loan processing, analysis and/or underwriting experience are a plus

• Minimum of one year experience in a real estate related field or mortgage banking/finance. Recent graduates with a Masters in Real Estate or related discipline without hands on real estate experience will be considered

• Ability to problem-solve and exercise independent judgment while displaying a high degree of initiative and accuracy

• Demonstrated ability to organize & prioritize projects; complete multiple tasks on schedule

• Hard working, a quick study, detail oriented and have the ability to work alone as well as with others to reach a common goal

• Proficient in Microsoft Office, especially in Excel and Word
• Strong work ethic and pro-active team player able to work effectively in a fast-paced environment

• Possess excellent analytical, communication, organizational and multi-tasking skills

• Must be able to mentor and train junior staff

Please send all resumes to rjohnson@arbor.com