

# Equity Financial Trust



## MORTGAGE UNDERWRITER

**Job Location:** Toronto  
**Reports to:** Director, Mortgage Originations  
**Department:** Mortgage Originations  
**Employment Type:** Permanent Full-Time

### Company Overview:

Equity Financial is a publicly traded Canadian financial services company serving the alternative retail mortgage market through its OSFI-regulated wholly-owned subsidiary Equity Financial Trust Company. At Equity, we strongly believe our success is based on one singular factor – our people.

### Overview of Position:

The underwriter's mandate will be to work with mortgage brokers, assess risk associated with the mortgage application, adjudicate appraisal reports and structuring complex deals with recommendations to senior management. The underwriter determines the credit worthiness of customers based on established criteria and company guidelines. They are responsible to ensure the attainment of service standards for process applications in accordance to company policies and procedures.

### Job Responsibilities:

Responsibilities will include:

- Developing and strengthening broker relationships in a sales culture environment
- Evaluating and recommending mortgage applications by assessing customer's credit history, collateral and income or ability to pay within established guidelines.
- Apply common sense approach to underwriting and risk evaluation of applications.
- Keeping up with the latest industry knowledge, competition and market trends
- Developing and strengthening internal and external relationships
- Work in collaboration with the team to ensure targets are being met
- Assessing up to 6 - 10 applications per day
- Evaluating and analyzing documentation supplied from the broker to ensure Anti-Money Laundering and Know-Your Client legislation have been complied with and meets Equity's guidelines and policies.
- Provide credit decision experience on complex mortgage packages.
- Quick and efficient turnaround time, ensuring brokers are provided first with a verbal quote followed up with a commitment in accordance to industry standard timelines.
- Work closely with, and assist in mentoring the Mortgage Officer to review and approve documents relating to mortgage approval within established guidelines.
- Manage pipeline and follow up with brokers to ensure documents are received on a timely basis

**Qualifications & Attributes:**

The successful candidate will have:

- 5 years experience in the residential mortgage industry, particularly broker origination
- A passion for exceeding customer service expectations and an ability to deliver on those expectations.
- Strong understanding of residential mortgage appraisals
- Proven ability to make sound underwriting decisions.
- Well developed negotiation and sales skills
- Relationship building skills
- Time management and multi-tasking skills.
- Excellent written and verbal communication skills
- Ability to work independently and within a team environment
- Ability to adapt to a fast paced, changing environment
- PC literacy with working knowledge of Microsoft Outlook, Excel, Word and other financial/adjudication programs.

**Additional Information:**

Please note that only candidates selected for an interview will be contacted.