

# Equity Financial Trust



<b>SENIOR MORTGAGE UNDERWRITER</b>
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**Job Location:** Calgary, AB  
**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 residential 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, adjudicate mortgage applications according to internal policies and in line with current regulations, review all inbound documents and provide updated list of outstanding conditions to the broker. The Sr Underwriter is responsible for structuring complex deals with recommendations to senior management. Position will be located in our Calgary office but underwriting for the Western provinces. Initially 2 -3 mos will be required in our Toronto Office in order to ensure proper training and underwriting skills are mastered.

## **Job Responsibilities:**

Responsibilities will include:

- Developing and strengthening broker and internal 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.
- Keeping up with the latest industry knowledge, B20, B21 and Anti-Money Laundering Legislations and market trends
- Work in collaboration with the team to ensure targets are being met
- Assessing an average of 3 – 4 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
- Fulfilling all conditions required and communicating remaining conditions with the brokers in a timely fashion (excluding appraisal and salary income verification)
- 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.

- Effective pipeline management with frequent follow ups with brokers to ensure documents are received on a timely basis
- Working effectively with the Toronto team to ensure loans are funded by cutoff times
- Ensuring files are documented and complete before being sent to QC/BUCO for final sign off and that the file addresses all Enhanced Due Diligence and red flags as applicable.

**Qualifications & Attributes:**

The successful candidate will have:

- Strong understanding of the B20 and Anti-Money Laundering legislation.
- 3 - 5 years' experience in the alternate or near prime 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 documentation review
- 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.
- Ability to work on Delta 360 or strong aptitude to learn new systems
- Excellent keyboarding skills

**Additional Information:**

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