



We are looking for a highly motivated individual with strong analytical and relationship skills to join our successful lending team.

The Role

Reporting to the Chief Credit Officer, this position plays a key role in Parama's growth strategies and carries the potential to advance into other senior roles within the organization. It represents an excellent opportunity for a people-oriented individual with excellent communications skills, a flair for financial analysis and the ability to multi-task, who is eager to make a real impact in a vibrant, more personal, cooperative financial setting.

The Retail Underwriter will underwrite, fulfill, and approve retail credit applications including Insured (non-conventional), Conventional Prime, Alt-A & complex non-conforming mortgage applications within prescribed authorized limits and specified turnaround times.

The incumbent will ensure that all documentation adheres to Parama Credit Union policies and guidelines, and other external guidelines and legislation, while mitigating potential risks. The incumbent will contribute to the development and maintenance of accounts and maintain strong relationships with internal and external partners and make recommendations for continuous improvements on processes to ensure client satisfaction. The Retail Credit Underwriter will also handle escalations and provide support in other areas of the Retail Credit Group on occasion.

Responsibilities

- Underwrites credit on complex, conforming and non-conforming mortgage applications.
- The review, analysis and verification of mortgage application information including the analysis of financial statements, income documentation, property assessments, appraisals, and credit bureaus to ensure accuracy, while ensuring adherence to PARAMA Credit Union policies and guidelines and external lender guidelines/insurers (CMHC & Sagen).

- Evaluates and analyzes documentation and applications supplied by all clients to ensure adherence to AML legislation and Know-Your-Client (KYC) legislation.
- Contacts the retail branch staff and brokers for additional information or clarification to facilitate an effective and timely decision on a deal.
- Recommend Approval/Approves mortgages within DLA and set conditions within established lending policies using good judgement to provide beneficial solutions.
- Responds to questions or concerns from all stakeholder and members with the intent to build/maintain relationships.
- Maintains and manages professional relationships with various business partners appraisers, legal resources, brokers, and other financial institutions
- Resolving escalation and offering solutions to maintain excellence in member satisfaction.
- Provides solutions and alternate mortgage proposals to enable member retention.
- Continually show ability to understand the importance of risk decisions in successful portfolio management
- Responds to questions and scenarios received from brokers and branch staff via email and phone in a timely manner.
- Participates in ad-hoc projects as required to assist in the development and growth of the Credit Union.
- Reviews all documentation pertaining to adjudication and approvals of loans, while mitigating risks identified on documentation i.e., fraud & misrepresentation of documents.
- Keeps current with all relevant legislation and Parama Credit Union policies and procedures.
- Contribute to other organizational initiatives as appropriate

Key Competencies/Requirements

- Excellent written and verbal communications skills
- Previous experience working with mortgage brokers.
- Previous history of having held DLA (delegated lending authority) preferred however not mandatory.
- Proficient knowledge of principles of credit analysis and risk management.
- Ability to understand financial statements and assess financial viability.
- Strong understanding of residential mortgage products.
- Results-driven and deadline-driven in a high volume, team environment.
- Strong attention to detail, analytical and problem-solving skills
- Strong interpersonal, organizational and time management skills.
- Proven conflict resolution and strong decision-making ability.
- Elevated knowledge of fraud risk in the mortgage industry
- 5+ years' mortgage experience in the Prime, Alt-A & non-conforming mortgage market
- 3+ years' mortgage and retail credit underwriting experience

This position offers the opportunity to grow and take on additional responsibilities based on ability and career goals. We offer a competitive compensation package and a positive work environment.

Interested?

Submit your resume along with a covering letter describing your interest in this role, and the skills and attributes that you bring to our team.

Job Type: Full-time/Contract (with potential for extension)