



PENTOR

PENTOR Finance Loan Servicing Support

PENTOR Finance Corporation (PFC) is a Quebec based lender providing customized residential mortgages in the province of Quebec for “near-bank quality clients”. PFC’s focus is on helping these clients to return to a traditional financial institution and to protect the equity that they have in their homes. Mortgages are interest only and are fully collateralized by real estate with typical terms of 6-18 months.

We are currently looking for a confident individual with a positive attitude that can execute a number of internal projects

Responsibilities:

- Assist the Head of Underwriting (U/W) including:
 - Preparing new deal files
 - Tracking lost deals
 - Log and file Repaid deal
 - Log and file dead deals

- Audits:
 - Post Deal Processing Audits
 - Price Book Audit
 - Funding Details Audit
 - Deal Closing Detail Audit

- Insurance
 - Preparing and sending insurance expiration notifications
 - Monitoring insurance policy coverage
 - Preparing insurance defaults when required

- Reporting:
 - Stock Watch Reports: updating stock trades and reconciling stock statements

- Credit card Reconciliation
 - Scanning credit card receipts
 - Processing payable receipts from accounting email
 - Reconciling credit card statements



- Administration
 - General filing
 - Processing of mail
 - Building promotional marketing folders
 - Supporting role to Loan Servicing Officer
 - Ordering office supplies
 - Miscellaneous office duties

Qualifications:

- Proficiency with Mac and Outlook, Powerpoint, Excel and Word, Database management, Internet, Web and Social Media
- Demonstrates extreme professionalism and understanding of maintaining highly confidential information.
- Ability to multi-task and manage deadlines
- Project management
- Bilingualism essential

Location:

- West Island

November 2017

For more information visit us at: www.pentorfinance.com