



## MASON JOSEPH COMPANY, INC.

Mason Joseph Company, Inc. is a commercial mortgage banking firm located in San Antonio, Texas with an additional production office in Fort Worth. MJC specializes in arranging debt and equity financing through well established relationships with the country's premier real estate investors including life insurance companies, commercial banks, Wall Street investment banks, private investors, and government sponsored entities including FNMA, FHLMC, and FHA. MJC is also an FHA approved "Multifamily Accelerated Processing" (MAP) lender that arranges apartment construction and permanent financing through the FHA/HUD mortgage insurance programs.

Mason Joseph Company, Inc. has an immediate need for a Project Manager/ Loan Processor.

### Primary Function:

To assist and support loan producers and underwriters with the information gathering and processing of mortgage loan applications. Project Managers / Loan Processors, under the direct supervision of the Underwriters, will work closely with other members of MJC's origination, underwriting, and project management staff and have extensive interaction with third party vendors and borrowers to process loan applications to finance the new construction, acquisition or refinance of multifamily properties. The project manager role can also be a training opportunity in order to professionally progress to a loan analyst and underwriting role. Responsibilities include, but are not limited to, the following:

1. Assist and support underwriters with the information gathering, analyzing, and packaging of loan applications.
2. Responsible for assuring the correct organization, accuracy and completeness of the underwriting exhibits, application, and working files in addition to internal loan tracking software.
3. Assist Underwriters in engaging/tracking/paying required third party review contractors.
4. Communicate clearly with borrowers, issuers, originators, underwriters and others as required.
5. Serve as MJC's primary source and contact for due diligence information necessary to complete loan submissions. This involves collecting, reviewing and organizing required application exhibits and subsequently compiling appropriate application loan packages that are delivered to lenders.
6. Collect/record/distribute processing retainers/3rd party funds and maintain project specific expense ledgers.
7. Keep Underwriters informed of application exhibit collection progress and potential problems on a proactive basis.
8. Develop effective working relationships with other employees within MJC that provide support roles and coordinate activities accordingly.





9. Review, prepare, and work with the GNMA Issuer (loan servicer) to approve disbursements from replacement reserves, completion repair, and other collateral escrows in accordance with HUD guidelines.
10. Facilitate the completion of monthly construction draws and change orders while also serving as the point of contact for General Contractors, Borrowers, and Issuers to provide construction assistance and service
11. Responsible for assuring the correct organization, accuracy and completeness of the underwriting files.

Education/Skills Required:

1. Bachelor's Degree with an emphasis in Business, Accounting or Finance preferred. Equivalent experience and education will be considered.
2. Strong organizational skills, accuracy, and attention to detail a must.
3. Strong customer service activities where the candidate is relied upon to respond to the client in a timely and professional manner.
4. Ability to work well under pressure, adjust to varied workloads, and meet project deadlines.
5. Possess excellent PC skills including word processing and spreadsheets. (Microsoft Word, Excel, and Adobe)
6. Ability to work productively under minimal supervision.
7. Ability to meet deadlines in a fast paced environment.
8. Ability to operate in a team environment is an absolute requisite.
9. A service oriented and helpful attitude with the ability to be flexible.