



Senior Commercial Real Estate Loan Processor

Extensia Financial LLC is the largest and most forward-thinking credit union service organization (CUSO) in our industry. We are seeking a Senior Commercial Real Estate Loan Processor to join our growing, fast-paced team.

The successful candidate will possess the following attributes:

- Excellent verbal and written communication skills
- Strong customer service and teamwork skills
- Ability to handle difficult or emotional situations with clients professionally resulting in positive outcomes
- Ability to stay on track, tenacious with the ability to maintain diligence
- Strong commercial lending knowledge and experience to support the compiling and processing of commercial real estate loan files with an understanding of real estate and appreciation for the underwriting process
- Self-motivated and driven, results-oriented professional accustomed to meeting and exceeding performance goals
- Thrives in a fast-paced environment and is eager to contribute to a growing and cutting-edge team
- Passionate about commercial real estate with a minimum of 5 years' experience
- Education or experience equivalent to an Associate's Degree

Senior Commercial Real Estate Loan Processor responsibilities will include:

- Under minimal supervision, process loan files, provide support to loan officers and loan applicants in originating and closing commercial real estate loans
- Request, follow-up, receive, verify, and process loan applications including all supporting information from the borrower and third-party report providers.
- Organize calls and conferences with the related parties to set expectations
- Order credit reports, preliminary title reports, flood certificates, environmental reports, borrower financials, appraisals, property inspections, and property condition assessment reports. Thoroughly review items upon receipt and notify production team of any red flags.



- Diligently and frequently communicate with borrowers to collect needed information and to provide status updates.
- Prepare and forward estoppel certificates and SNDAs.
- Obtain and review borrower entity documents, IRS information, etc.
- Build and organize the loan file for the production team to work from
- Cross train to support loan document ordering, coordinate loan closings with title and escrow, and prepare lender instructions for loan fundings.

Extensia Financial LLC is the premier commercial real estate Credit Union Service Organization (CUSO) in the U.S. To support our continued growth, Extensia is seeking an experienced, highly driven, customer-centric professional to help manage the loans of the portfolio through processing to funding.

This self-motivated and driven individual will be responsible for organizing borrower calls, collecting and analyzing data such as borrower financials, third-party reports, preparing estoppel certificates and SNDAs and reviewing borrower entity documents. Additionally, this individual will be responsible for shepherding the loans through the process managing to firm timelines and constantly communicating expectations to all parties involved.

The ideal candidate has education or experience equivalent to an Associate's Degree and five (5) or more years in commercial real estate experience. Additionally, he/she must be an excellent communicator both verbally and written with strong customer service and teamwork skills.

Extensia Financial LLC offers a challenging and rewarding work environment, a competitive compensation package, and excellent benefits—career development, paid holidays, medical, dental, vision, and a 401k. Please include your salary requirements when applying. EOE