



## Servicing Associate Pasadena, CA

### COMPANY OVERVIEW

Sabal Capital Partners (SCP) is a nationwide wholesale small balance commercial real estate mortgage company. SCP provides permanent and bridge debt solutions for commercial real estate for agency, capital markets and balance sheet execution through its highly specialized wholesale lending platform. SCP sources loans through correspondent agreements with brokers and banks. SCP is a fully integrated platform including a rated commercial servicing operation to manage all loans it originates.

### KEY RESPONSIBILITIES

- Provide excellent customer service in a call center and non-call center environment.
- Review and analyze all loan documents including notes, mortgages, guaranties, title policies, UCC's, etc.
- Manage relationships with internal departments and external partners.
- Tracking of taxes and insurance and escrow administration.
- Update servicing system with changes or modifications.
- Prepare and produce payoff statements taking into account payoff provisions and calculations.
- Perform complex research and arrive at resolution.
- Perform administrative duties including, but not limited to, preparing correspondence, photocopying, filing, sending mail, faxes and packages for delivery, and notarization of documents.

### PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- 1-year servicing experience preferred
- Results orientated team player. Emphasis on communication skills (both oral and written) and ability to handle multiple assignments.
- Ability to work independently and responsibly with little supervision or instruction, but also a team player.
- Attention to detail, prioritization skills, and responsiveness are essential.

At SCP, you can have a rewarding career on every level. In addition to challenging and meaningful work, you will have the chance to have an impact on the future direction of the company by interacting directly with members of SCP's senior management team. Our culture of innovation, drive, growth and entrepreneurship, means your ideas on how to improve our business will be a key component to our future growth as a successful business franchise. At SCP, we embrace a team oriented, collegial, and "can do" approach that rewards employees based on the success of the overall business and individual contributions.

### CONTACT SABAL

If you have interest in this challenging and rewarding opportunity, please contact us at [kelly.garriott@Sabal.com](mailto:kelly.garriott@Sabal.com) or fax your resume to 888-947-3232. No phone calls please.