



Insurance Specialist - Pasadena, CA

COMPANY OVERVIEW

Sabal Capital Partners (SCP) is a nationwide 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 lending platform. SCP is a fully integrated platform including a rated commercial servicing operation to manage all loans it originates.

POSITION SPECIFICATIONS

SCP is seeking an individual to work in the commercial servicing department. The insurance specialist will handle all commercial property insurance job functions. This individual should be able to conduct all servicing and insurance related transactions with a high level of accuracy. This individual must have a good loan system knowledge, preferably PLM, along with excellent communication skills. The position is located in Pasadena, California.

RESPONSIBILITIES

The insurance specialist will have the following duties and responsibilities, including but not limited to:

- Review Insurance policies at time of renewal to confirm compliant coverage is in place based on investor's insurance requirements.
- Perform reviews of insurance certificates, policies, statement of values and invoices to determine compliance with Investor guidelines.
- Work with insurance agents/brokers and borrowers to rectify non-compliant coverage issues.
- Disburse escrow funds for timely payment of insurance premiums.
- Perform annual insurance escrow analysis.
- Monitor insurance premium funds for shortages and contact borrowers as appropriate.
- Timely and accurately board new loans into the servicing system as it pertains to insurance escrow items.
- Research and resolve insurance related borrower inquiries.
- Identify and communicate insurance related issues and trends.
- Follow-up on insurance exception items within specified time frames.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- ARM, CPCU, AINS, CISR, CIC, or similar certifications preferred.
- Accuracy oriented with strong sense of urgency and focus on customer experience.
- 2-3 years of insurance, including commercial property insurance, experience.
- Clear knowledge of Commercial Insurance Coverage -Property, (including Flood, Wind, Earthquake and Terrorism, etc.) and liability.
- Excellent oral communication and customer service skills.
- Strong math and analytical skills with proficiency in Excel and Word.
- Demonstrated business and professional writing skills are a must.
- Ability to work independently and responsibly with little supervision and instruction, but also work well in a team-oriented environment.
- Microsoft Office proficient.
- Strong analytical skills with high attention to detail and accuracy.
- Strong organizational, time management, and prioritizing skills.
- Ability to work in a fast-paced environment with strict deadlines.

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 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 on 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.