



Loan Administrator - Disbursements and Inspections 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.

KEY RESPONSIBILITIES

- Order and schedule inspections with vendors and/or borrowers.
- Perform a detailed review of inspection results of commercial properties/buildings.
- Review inspection and repair findings with Borrowers.
- Review and process draw requests and supporting documentation.
- Able to handle customer escalations and inquiries in a professional manner.
- Input data into the company's system of record to keep customer data updated.
- Perform complex research and arrive at resolution.
- Perform administrative duties including, but not limited to, preparing correspondence, photocopying, filing, mailing.
- Review incoming documentation per department guidelines.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- Minimum of 3 years of commercial real estate, in a similar capacity; or equivalent combination of education.
- Understanding of all aspects of loan servicing functions.
- 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.
- Must be proficient Microsoft Office (Outlook, Word, Excel).

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.