



Site Inspection Coordinator

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

- Thoroughly understand and apply product specific requirements to job functions.
- Coordinate site inspections involving multiple participants to a single location in a very fast paced, high volume environment.
- Data entry.
- Confirm accuracy and identify concerns with forms completed by client and reports received by vendors.
- Apply job knowledge, company policies and principles and critical thinking to complete assigned tasks accurately, completely and independently in a time manner.
- Communicate daily to internal colleagues and external customers both via telephone and in writing. Communication involves obtaining or providing information on matters of importance to the function of the department and making of the loan and may involve material of a sensitive nature.
- Work proficiently and efficiently in Microsoft applications, especially Excel and proprietary applications.
- Develop resolutions to problems of limited scope following specific and detailed procedures.
- Maintain knowledge of the factors influencing commercial real estate in markets where SCP is actively lending and keep up with SCP's various lending program guidelines.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- Real Estate experience preferred. Prior scheduling and coordination experience highly desired.
- Strong organizational skills, attention to detail, prioritization skills, and responsiveness are essential.
- Strong proficiency in Excel and Word.
- Ability to communicate ideas (written and orally) both clearly and concisely.
- Ability to work independently and responsibly with minimal supervision or instruction, but also a team player.

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.

CONTACT SABAL

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