

Job Description	<p>The incumbent will be exposed to the various asset classes that we deal in, viz. Loan Portfolios, Real Estate, Leveraged Loans etc. The primary function of this position is to work independently and manage the day-to-day administration of loan servicing and portfolio management across different geographies. Gradually the candidate will be expected to take lead on the projects assigned to her/him and make sure that the assigned tasks are completed within the stipulated timeframe. Key responsibilities would involve monitoring and reconciling servicer reporting and performing reporting to clients.</p>
Key Responsibilities	<ul style="list-style-type: none"> <li>▪ On-boarding new portfolio requiring review of investment memo, underwriting models, data tape, servicing agreement and other documents</li> <li>▪ Monitoring and reviewing monthly servicer report for data completeness and accurateness with keen focus on loan position, legal strategy, cash movements and other costs.</li> <li>▪ Run daily and monthly reconciliations of the bank accounts vs. the reports provided by servicers and resolve any variances which are observed</li> <li>▪ Highlight any red flags in servicer reporting to the investors and liaise with the servicers in getting them resolved</li> <li>▪ Review portfolio performance and highlight key performance metrics</li> <li>▪ Assist in the preparation of ongoing reporting as required by the clients</li> <li>▪ Other duties as may be assigned</li> </ul>
Required Experience/ Skill Set	<ul style="list-style-type: none"> <li>▪ Knowledge and familiarity with underwriting and/or asset management of real estate investment transactions</li> <li>▪ Strong attention to detail and ability to work as a part of the team while taking independent responsibility of the work assigned</li> <li>▪ Analytical skills to understand commercial loan documents and borrower financial statements</li> <li>▪ Proficient in MS Office, especially MS Excel</li> <li>▪ Strong communication skills (both written and verbal)</li> <li>▪ Ability to work well under pressure in a fast-paced environment</li> <li>▪ Exposure to Real Estate Mortgages or Credit Markets is desirable</li> <li>▪ Aptitude for Self-Learning – Should be able to demonstrate a self-starting attitude.</li> </ul>
Desired Candidate Profile	<ul style="list-style-type: none"> <li>▪ Desired candidate must be MBA/ advanced degree in finance</li> <li>▪ Prior experience with Investment Bank, Investment Management firm or Financial Service firms is preferable.</li> <li>▪ Experience in underwriting and/or asset management of real estate investment transactions is preferable</li> </ul>