

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"> ▪ On-boarding new loan facilities requiring review of loan documentation, credit paper, underwriting models, and due-diligence reports ▪ Monitoring of key scheduled events through the life of the loan: Interest Payment Date, Maturity Date, Financial Statements, Insurance Requirement, Property Inspection, Valuation clause etc. ▪ Monitoring and reviewing borrower reporting (tenancy schedules, operating statements, financials, and compliance certificates) with keen focus on underlying financial covenants and the legitimacy of borrower reported income and expenses ▪ Run daily and monthly reconciliations of the bank accounts vs. the reports provided by servicers and resolve any variances which are observed ▪ Highlight any red flags in servicer reporting to the investors and liaise with the servicers in getting them resolved ▪ Assist in the preparation of ongoing reporting as required by the clients ▪ Other duties as may be assigned
Required Experience/ Skill Set	<ul style="list-style-type: none"> ▪ Knowledge and familiarity with underwriting and/or asset management of real estate investment transactions ▪ Strong attention to detail and ability to work as a part of the team while taking independent responsibility of the work assigned ▪ Analytical skills to understand commercial loan documents and borrower financial statements ▪ Proficient in MS Office, especially MS Excel and PowerPoint ▪ Strong communication skills (both written and verbal) ▪ Ability to work well under pressure in a fast-paced environment ▪ Exposure to Real Estate Mortgages or Credit Markets is desirable ▪ Aptitude for Self-Learning – Should be able to demonstrate a self-starting attitude.
Desired Candidate Profile	<ul style="list-style-type: none"> ▪ Desired candidate must have graduated from top tier engineering college / MBA/ advanced degree in finance with minimum 1 years of relevant experience ▪ Prior experience with Investment Bank, Investment Management firm or Financial Service firms ▪ Experience in Underwriting, Loan Servicing and/or asset management of real estate investment transactions is preferred