

Upcoming Employment Opportunity

Job Title: Underwriter
Reports To: Vice President, Credit Adjudication
Position Type: Full time, Salaried
Location: Ontario – Toronto: Etobicoke Centre office

Job Overview:

The Underwriter is responsible for the adjudication and underwriting of full range of lending solutions, with emphasis on mortgages within IC Savings' risk appetite. The role is responsible for ensuring submitted applications are adjudicated within IC Savings' high standard of quality while maintaining the highest level of service and reputation with our Mortgage Broker partners.

Major Duties & Responsibilities:

Job responsibilities include, but are not limited to:

Credit Review, Analysis and Recommendation:

- Evaluate, assess, and recommend complex residential mortgage and loan applications to Management by assessing member's credit history, collateral and income or ability to pay within IC Savings established guidelines, policies and procedures.
- Apply key underwriting principles to underwriting and risk evaluation of applications in compliance with internal and external regulatory guidelines.
- Maintain minimum funded volumes, as assigned.
- Underwrite and maintain loan and mortgage applications submitted from retail branches and refinancing applications referred by the Retention team.
- Actively promote sales of existing lending products, up-sell and cross-sell IC Savings' full range of lending solutions with a focus on residential mortgages.
- When required, assist Senior Underwriter with training broker community on new mortgage offerings.
- Successfully contribute to the Residential Lending results, ensuring growth and profitability targets are being met.
- Negotiate, structure, and evaluate received mortgage applications according to internal policies
- Follow AML procedures on all files with an emphasis on "Know Your Member" rules.
- Adhere to compliance and operational risk controls in accordance with company's policies and procedures.
- Manage portfolio risk by exercising consistent, objective and sound credit decisions, escalating with rationale to support recommendations, where appropriate.
- Maintain minimum funded volumes, as assigned.
- Effectively interact with Solicitors, Mortgage and Funding staff to ensure proper workflow and funding procedures.
- When required, interview loan and mortgage applicants, assist in the proper completion of credit applications, analyze financial information, assess credit, and make recommendations for approvals/declines.
- Actively participate in all IC Savings' campaigns and promotions and champion the organization's sales-oriented culture.

- Maintain both a high personal profile and the reputation of IC Savings as the financial institution of choice amongst the Mortgage Broker community.

Other Functions:

- Keep up with the latest industry knowledge, competition, and market trends.
- Work in collaboration with the team to ensure targets are being met.
- Perform other duties, as assigned.

Skill & Knowledge Requirements:

- 5+ years of retail credit adjudicating experience in the banking industry, with at least 2+ years in the alternative mortgage lending space.
- Completion of post-secondary education in combination with relevant mortgage underwriting experience and job-related courses/education.
- Self-starter, self-motivated, creative and entrepreneurial with solid interpersonal and communication skills and an ability to work within a team environment.
- Strong English written & oral communication skills; excellent phone etiquette; proficiency in other languages an asset.
- Existing broker relationships preferred.
- Proficiency in MS Word, Excel, and Outlook.
- High degree of numerical competency.
- Strong focus on customer service excellence, organization, attention to detail and sense of urgency; ability to prioritize and meet deadlines.

Working Conditions/Physical Effort:

- Professional, team oriented, office environment.
- Core business hours based on 37.5-hour work week: Monday to Friday from 9:00 am to 5:00 pm; ability to work extended hours, if required.
- The physical demands are representative of those that must be met by being able to successfully perform the essential functions of the job; these include, but are not limited to sitting, considerable use of computer and phone, seldom moving items up to 25 pounds in weight.

How to Apply:

While we are currently not actively recruiting for this position, if you feel that you have the qualifications that would make you successful in this role, we invite you to submit your resume for future consideration, clearly stipulating in the subject line the position you are applying for. Please forward your resume via email to hr@icsavings.ca.

We will keep your resume on file for a period of six months. If during this time we don't contact you, please feel free to resubmit your application for this position again.

At IC Savings, we are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise us during the recruitment process. All submissions are confidential.

We thank you in advance for taking the time to review our posting. If you have been selected for an interview, we will be in touch.