



## Upcoming Employment Opportunity

**Job Title:** Underwriter  
**Reports To:** Director, Credit Risk Management  
**Position Type:** Full time, Salaried  
**Location:** Corporate Office, Toronto (Etobicoke)

### Job Overview

The Underwriter actively promotes and brands IC Savings' full range of lending solutions, with emphasis on mortgages, and attracts new business from the mortgage broker network and other sources. The role is responsible for managing broker relationships, originating new business, underwriting and recommending lending applications for approval. As a champion of the organization's sales-oriented culture, the Underwriter maintains both a high personal profile and sustains the reputation of IC Savings as the financial institution of choice among the mortgage broker community.

In the role, at management's discretion, the incumbent may earn credit limits based on merit. Details of the limits will be outlined in a separate Letter of Authority.

### Major Duties and Responsibilities

Job responsibilities include, but are not limited to, the following:

#### Credit Origination and Business Development

- Develop and strengthen internal and external relationships in a sales culture environment through networking with and marketing to brokers, members (clients), consultants, and lawyers, and representing the company at various industry-related functions.
- Ensure regular contact with mortgage brokers. This may include visits and presentations at mortgage broker offices. The regular contact is an important part of deepening existing and building new business relationships that build loyalty to the company.
- Actively promote the sale of existing lending products; up-sell and cross-sell IC Savings' full range of lending solutions, with a focus on residential mortgages.
- Introduce and train broker community on new mortgage offerings.
- Actively participate in all IC Savings campaigns and promotions and champion the organization's sales-oriented culture.
- Represent IC Savings in the community, as directed by the manager, including taking memberships in CAAMP and IMBA and attending trade shows and seminars available through these associations.
- Maintain both a high personal profile and sustain the reputation of IC Savings as the financial institution of choice among the mortgage broker community.

#### Credit Review, Analysis and Recommendation

- Evaluate, assess and recommend residential mortgage and loan applications to management by assessing customers' credit history, collateral and income or ability to pay, following IC Savings' established guidelines, policies and procedures.

- Apply a common-sense approach to underwriting and risk evaluation of applications in compliance with internal and external regulatory guidelines.
- Assess 20+ applications per day, inclusive of approvals, declines and funded audits, which include mortgage loan write-ups.
- Maintain minimum funded volumes as assigned by your manager.
- Maintain sufficient sales call volumes to mortgage brokers and agents to sustain target volumes.
- Interact effectively with solicitors and mortgage administration 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.
- In the event that credit limits have been issued, refer to the Letter of Authority that has been approved by IC Savings.
- Underwrite and maintain refinancing deals referred by the retention team.
- Underwrite and maintain branch deals.
- Underwrite, maintain, and build files for bulk purchases for third parties.

#### Other Functions

- Keep up with the latest industry knowledge, competition, and market trends.
- With assistance of the manager, create a marketing plan that will assist in achieving targets.
- Work in collaboration with the team to ensure targets are being met.
- Provide weekly detailed status reports to management.
- Work with the VP, Business Development, on marketing and business development initiatives.
- Other duties as assigned.

#### **Skill and Knowledge Requirements**

- Minimum five years-plus of residential mortgage underwriting experience in the banking industry.
- 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 and oral communication skills; excellent phone etiquette; proficiency in other languages an asset.
- Existing broker relationships preferred.
- Strong computer skills in 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.
- Valid driver's licence with good driving record and access to reliable vehicle on a regular basis.

#### **Working Conditions/Physical Effort**

- Core business hours: ability to work extended hours, if required.
- Professional, team-oriented environment.
- 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, driving, and considerable use of computer and phone.
- Ability to visit various mortgage broker offices and attend job-related trade shows and events across the GTA.

- Ability to work onsite at all IC Savings locations.

**Miscellaneous**

For the purpose of marketing presence in the broker community, the alternate job title “Mortgage Development Manager” may be used.

**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 resumé for future consideration, clearly stipulating this position in the subject line. Please forward your resumé via email to [hr@icsavings.ca](mailto:hr@icsavings.ca).

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

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.

IC Savings has implemented a Covid-19 vaccination policy requesting all employees, including new hires, to be fully vaccinated. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code, and the company will provide suitable accommodation, whenever possible, to individuals who cannot be vaccinated due to disability or on other grounds protected by the Code.

*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.*