

MORTGAGE ADMINISTRATOR

COMPANY: Jayman Financial

LOCATION: Calgary, AB

TYPE: Part-time

JOB DESCRIPTION:

Builder of the year 22 times. picture a career with us.

Jayman Financial is a **division** of the Jayman Group of companies, with offices in Edmonton and Calgary. We are a high-volume Mortgage Brokerage with a current opening for an experienced **Part Time Mortgage Administrator** on our Calgary team.

As our newest team player, you will have the opportunity to support our brokers, sales professionals, client care and maintain relationships. Jayman will offer you competitive compensation with benefits and an opportunity to work in a friendly and fast-paced environment.

A Day in the life of a Part Time Mortgage Administrator:

- Supporting the mortgage brokers
- Collection and distribution of documents to customers and lenders
- Transaction data processing
- Finalizing transactions and invoicing
- Completion of Payroll
- Paperwork and file organization, filing documents
- Training
- Ability to use the Scarlett DOS mortgage system
- Maintain, update, share, Filogix Expert/Scarlett. Excel, Word, PDF Exchange

What you bring to the table?

- Minimum 2-3 years' mortgage or real estate experience
- Must be licensed under RECA
- Proactive nature with the ability to multitask
- Energetic, positive, competitive and results-oriented
- Able to operate under policies and guidelines

- Work hours will be 2 – 3 days a week or more depending on volumes
- Office hours are 8 am until 5 pm
- Advanced Microsoft Office working knowledge; particularly in Excel, Mailchimp, CRM, Scarlett/DOS.
- Social media skills and knowledge of current platforms

As a 20-Time Platinum-Level Best Managed Company, we will provide you the following:

- Customized Training Programs. Continuing education is a focus at Jayman, and you have the opportunity to participate in annual education & training.
- Opportunity for growth and career advancement.
- Employee Discounts.
- Social Club events.
- On-site gym & parking.

Do you see the potential? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and contribute to our exceptional track record, with over 30 thousand homes built in the last 43 years. Please apply with your cover letter & resume to careers@jayman.com.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.