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## **JOB DESCRIPTION**

**Job Title:** Administrative Clerk

**Reports To:** Manager of Residential Mortgage Operations

**Job Type:** Permanent full-time (40 hours per week)

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### **Job Summary**

As a member of the mortgage operations team, the Administrative Clerk is responsible for creation and maintenance of ongoing client files; distribution of incoming communication to appropriate people; updating and maintaining weekly and monthly reports; providing instruction to solicitors for mortgage funding; Assisting in the processing of mortgage payments.

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### **Key Duties and Responsibilities**

- Maintain good client\business relationships;
- Create and maintain Mortgage files for new clients using our internal systems;
- Preparation and processing of construction loan advances;
- Performing and following up with property insurance audits;
- Processing of mortgage payments and disbursements;
- Performing annual tax account audits, and process of municipal tax remittances;
- Preparation and processing of mortgage renewals and extensions;
- Updating and maintaining of weekly and monthly mortgage reports;
- Acquire detailed knowledge of the organizations policies and procedures;
- Pursue continued learning opportunities;
- Any other related duties and responsibilities that may be assigned by Management from time-to-time;



### **Job Requirements**

**Education:** Secondary school diploma or equivalent work experience.

**Experience:** 1 to 2 years in a business office setting, a financial background would be an asset.

**Skill/Abilities:** Computer literacy, good written and verbal communication skills, ability to prioritize tasks, ability to take direction, ability to work unsupervised, excellent attention to detail.

**Cultural Fit:** Possess a personality and values that align with a company culture that values professionalism, trust, loyalty, high ethical standards, adaptability to change and growth, and co-operative teamwork. Our team works to be the best at what we do and achieve sustainable but challenging goals and growth targets while maintaining work/life balance in a small town cottage country setting.

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Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_