

YOU'RE A go-getter WHO GETS THINGS done.

MORTGAGE OPERATIONS ASSOCIATE - BRIDGEWATER BANK, CALGARY, AB, 1 year contract

Some people just have a knack for staying on top of things. You're a multi-tasking dynamo who can prepare, fulfill, review, and process requests with accuracy and without a mistake in site. You have an eagle-eye for detail and a mind like Fort Knox – nothing is getting out of there once you've learned it. You know the rules and you abide by them. You always have a lot going on and somehow, you manage to do with all with a smile on your face and a can-do attitude.

What moves you

- You're passionate about making sure the customer is happy – in fact it's more like an obsession for you.
- You're a mad multi-tasker, able to manage and prioritize multiple files with ease in a deadline-oriented environment.
- You don't need anyone to light a fire under you. You're self-motivated, decisive, able to take initiative, and can work with minimal supervision. Go, you!
- You love being a part of a team and knowing that your contribution is making a difference.
- You do everything above board and are the complete package – ethical, professional, self-confident, with proven integrity. And we like that about you.
- You're a stickler for detail and documentation.
- You're a problem solver with an inquisitive, analytical mind. You love coming up with new ways to tackle a challenge and relish digging into the details to find the perfect solution.
- You're an excellent communicator who listens when people talk; and when you talk, people listen.

What you'll do

- Report to the Manager, Mortgage Operations.
- Provide a high level of customer service to, and liaise with, internal and external customers and partners.
- Prepare mortgage renewal documentation and process renewals.
- Review reporting documentation for accuracy and completeness and follow up as necessary
- Investigate and provide resolution to escalated issues.
- Perform audit checks to ensure accuracy in data integrity and completeness.
- Input and update client information into required systems.
- Support team members with tasks as required.
- Seek operational effectiveness and efficiency opportunities on a regular basis.

What you've done

- You have a post-secondary education in a relevant field (e.g., business/commerce, business management, finance, etc.).
- You have a minimum of three years' mortgage or financial institution experience.
- You are computer literate with a sound knowledge in Microsoft Office.
- You have a demonstrated ability to adapt to new systems.
- Bonus points if you're familiar with Wealthview Banking, and / or Filogix.

If this is you, we want to see you. And you want to see us.

Apply today to careers@bridgewaterbank.ca