



McBride Capital

Analyst / Processor

McBride Capital is a commercial mortgage brokerage firm based in Lake Oswego, OR. We value work ethic, integrity, creativity, and an uncompromising dedication to our clients' success. We are currently looking to expand our team with candidates that can represent McBride Capital in a professional manner and that possess entrepreneurial motivation to succeed.

Role and Responsibilities

- Organize and prioritize a pipeline of loans
- Handle the collection of all due diligence and preparation of loan forms with clients
- Assemble and present complete loan packages to lenders
- Coordinate and schedule third party reports
- Review and analyze third party reports for completeness and any potential deficiencies
- Work with title and escrow companies to successfully close transactions
- Represent McBride Capital in a professional manner when communicating with clients, lenders, and third-party consultants

Required Experience and Skill Sets

- Bachelor's degree in Business Administration, Finance, or relevant degree
- Strong communication skills with clients, consultants, lenders, and internal staff
- Ability to prioritize tasks with strong time-management skills
- Ability to understand and apply lending guidelines and regulations
- Highly developed critical thinking skills
- Command of the loan underwriting process and strong problem-solving capabilities
- Proficiency in Microsoft Office Suite, especially Microsoft Excel

Preferred Personality Traits

- Ability to perform under strict timelines
- Ability to work as part of a team
- Strong work ethic with a desire to consistently improve

Overview and Benefits

- Employer-paid healthcare plan including dental and vision, as well as HSA account options
- Paid Holidays
- Paid Time Off (PTO) and Sick Leave equivalent to experience and tenure

