

Job Description

Reference Number: MSMS 2024-011

Location: London/ Norwich

Business Area: CRE Loan Servicing	Review Date: April 2024
Functional Title: Asset Manager	Corporate Title: Associate
Ultimate Reporting Line: Director	
<p>Responsible For: Supporting the servicing requirements of a portfolio of commercial real estate loans in Europe, United Kingdom.</p>	
<p>Explain who will cover the role when current individual is absent from the office: Each member of the team will provide team cover support for each other when required to ensure a complete uninterrupted level of service is maintained.</p>	
<p>Purpose (a brief encapsulation of what the jobholder is required to accomplish): Assisting with the management of multiple transactions to meet project deadlines and deliver a consistent high level of service to clients whilst adhering to policies and procedures. Meeting commitments, working as part of a team, taking accountability, staying focused under pressure as well as showing the ability to adjust plans to meet changing needs.</p>	
<p>Core Responsibilities (6-10 points subdividing the role into areas of functional responsibility):</p> <ul style="list-style-type: none"> • Working as part of the primary servicing team on a portfolio of commercial real estate loans • Collecting and analysing Borrower reports (Rent Rolls, Operating statements, Covenants etc.). • Liaising with borrowers, guarantors, asset managers, property managers. • Represent clients and investors on a daily basis through role as facility agent or primary servicer. • Support and work with Legal and Senior Management on the closing of new deals. • Other duties as assigned. 	

Skills and Competencies (Key skills, competencies and attributes required for success):

- Able to quickly organize, coordinate work
- Strong oral and written communication abilities
- Solid analytical and technical skills.
- Exposure to LMA/APLMA standard documentation
- Experience in the field of Real Estate Finance
- Ability to work in a team.
- Relationship management skills
- Must be able to adapt quickly and efficiently to client-specific requirements and objectives
- Strong organizational and time management skills
- Ability to meet deadlines while achieving high levels of accuracy

Essential Approved Persons Examinations (e.g. FSA, CFA):

N/A

Professional Examinations required (e.g. ACCA):

N/A

Other skills required, essential or desired (e.g. languages):

Advanced knowledge of the following is required:

- MS Office Suite including Outlook, Excel, Word

Please note that to ensure compliance with DSGVO/GDPR it is essential for ALL CV's received for prospective candidates who are not appointed MUST be deleted and not saved. If a CV is forwarded onto a colleague please advise them of this rule and please delete the sent email from your history also.

Mount Street is committed to creating an inclusive and equitable environment for all. We believe that by harnessing different backgrounds, experiences, and perspectives our teams bring a greater breadth and depth of knowledge and expertise and are better placed to support the clients and communities we serve. Creating a truly inclusive working environment is the responsibility of every member of our team. We openly welcome all candidates and their unique contributions irrespective of age, colour, disability (physical or mental), education, ethnic origin, gender, gender identity or expression, nationality, marital or family status (including pregnancy or parental status), race, religion or belief, sex, sexual orientation, veteran status or by any other range of human difference brought about by identity and experience. Research shows that women and members of other under-represented groups may not apply to jobs when they believe they may not meet every qualification. If you are enthusiastic about this opportunity, and feel you have something to offer, we encourage you to apply.

We will ensure that reasonable adjustments or accommodations are made at each stage in our hiring process for individuals with disabilities. If you require an accommodation or adjustment, please contact the HR team on HR@mountstreet.com or +44 (0) 20 7659 7051.