



Special Servicing Analyst

Job Description & Duties

Lima One Capital has an exciting opportunity for a Special Servicing Analyst. This position plays a vital role within the Special Servicing department and will work closely with the Director of Special Servicing to handle problem accounts. The Special Servicing Analyst will analyze accounts that pose a potential risk to the company. The Analyst works collaboratively with borrowers, vendors, realtors, and internal team members to communicate issues applicable to the Special Servicing Department.

Education and Experience

- Bachelor's Degree preferred. Relevant career experience will be considered
- 1-2 years of professional experience preferred
- Collections experience preferred

Position Requirements

- Achieve proficiency in Lima One's loan servicing software
- Maintain departmental databases
- Coordinate internally to escalate problem accounts into Special Servicing
- Generate breach letters and handle account extension processing
- Track Special Servicing delinquency to ensure timely resolution
- Coordinate with vendors including order placement, invoice administration, and property management
- Assist with routine property preservation orders and maintenance monitoring
- Review tax and insurance status on Special Servicing loans for timely resolution
- Coordinate with Lima One's foreclosure legal counsel to handle case documentation
- Maintain Special Servicing dialer campaigns
- Develop ability to handle borrower call escalations
- Handle REO property administration with realtors, appraisers, and vendors
- Run Lexus Nexus reports on suspected fraud and skip trace accounts
- Participate in internal/external meetings with relevant stakeholders to discuss Special Servicing properties
- Analyze and report on overall Special Servicing portfolio performance and risk metrics

Skills Required

- Working knowledge of Microsoft Office and basic proficiency with Microsoft Excel
- Strong communications skills
- Ability to analyze and formulate action plans in a complex environment
- Ability to work under minimum supervision and manage tight deadlines
- Excellent organizational skills

Benefits

- Medical insurance
- Dental insurance
- Life, short-term disability, and long-term disability
- 401k plan
- Paid vacation

If you're interested in this position, please email Employment@LimaOneCapital.com.