



Lima One Capital, LLC Hiring for Post-Closing Specialist

Lima One Capital, LLC is searching for a motivated individual who possesses strong values and a great work ethic. The person should also have good communication skills, the ability to perform under pressure, and the capability of handling multiple tasks in a time sensitive manner. This position is responsible for organizing files from multiple offices and assuring timely settlement of whole loan deliveries throughout the month.

Responsibilities Include:

- Review loan package for completeness and identify missing documents
- Review critical documents prior to shipment of loan documentation
- Achieve proficiency in Lima One's loan software and database systems
- Quickly and accurately provide loan diligence files to investors and lenders
- File and maintain large quantities of documents for quick reference
- Effectively communicate with investors, lenders, and warehouse banks during loan sales and financing sequences
- Assist in shipping loan documents to investors upon initial sale of loan
- Work with outside counterparties during loan closings to ensure smooth and timely closings take place
- Deliver final/trailing docs to multiple end investors in a timely manner

Qualifications:

- College degree – preferred
- Mortgage experience – preferred not required
- Ability to effectively present complex information in a simple, logical, and brief manner and respond to questions from groups of managers, clients, and investors.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to cross reference data from multiple sources and find codes that are applicable to certain loan deliveries.
- Proficient in Microsoft Office (Excel, Word, Outlook etc.) as well as being able to navigate websites effectively and efficiently.

We offer:

- Competitive salary
- Medical benefits
- Life, Short-Term Disability, Long-Term Disability
- 401K
- Excellent training
- Great working environment



- Paid vacation and holidays
- Growth opportunities