



BILINGUAL MORTGAGE UNDERWRITER | QUEBEC

POSTING DATE:	January 11, 2021
LOCATION:	100% work-from-home position and can be located anywhere within Quebec.
DEPARTMENT:	Operations
EMPLOYMENT TYPE / AVAILABILITY:	Full-Time / Immediate with availability from: <ul style="list-style-type: none"> ▪ Monday to Friday, 8 a.m. to 8 p.m. (ET) <i>And occasionally (4-5 times/year):</i> <ul style="list-style-type: none"> ▪ Saturdays from 10 a.m. to 6 p.m. (ET)
CLOSING DATE:	This position will be posted until filled.

OVERVIEW

Canada Guaranty is currently seeking a regional Mortgage Underwriter to join our growing Underwriting Team in **Quebec**.

Working in a customer-centric environment, the ideal candidate must have effective communication and problem solving skills, along with a passion for delivering superior customer service. This position involves the adjudication of mortgage default insurance loans within the parameters of Canada Guaranty’s underwriting guidelines and established service standards. If you are a proven team player with a track record of strong performance, we want to hear from you!

KEY RESPONSIBILITIES

- Underwrite mortgage insurance loans, exercising appropriate judgment and authority in interpreting the company’s credit risk policy. Escalate any exceptions or high-risk files with recommendations to Management.
- Underwrite loans within parameters of the established client service level agreements.
- Demonstrate superior customer service skills through telephone and electronic communication with mortgage and lending customers.
- Effectively negotiate and resolve customer conflicts while adhering to the company’s risk management objectives.
- Assist in developing and building strategic lender relationships and inform management of any business trends that may impact customer relationships.
- Adhere to the company’s expectations of underwriter productivity, quality and data integrity.
- Perform other duties and assist with special projects to support underwriting and other operational functions within the Underwriting Centre, as required.





KEY COMPETENCIES

- Fluency in both English and French is required.
- Strong communication and problem solving skills.
- Effective analytical skills with attention to detail.
- Proficiency with, and adaptability to, various underwriting system applications.
- Ability to work within a fast-paced and time-sensitive environment.
- Superior customer service skills.
- Ability to work effectively both independently and within a team.

EDUCATION AND EXPERIENCE

- College diploma or university degree preferred.
- 2+ years of loan underwriting experience with a strong background in credit analysis.
- Experience reviewing tax returns and financial statements.
- Experience reviewing real estate appraisals.

HOW TO APPLY

- Please click [here](#) to e-mail your cover letter and resume to careers@canadaguaranty.ca.

NOTE: We appreciate all interest in this position; however, only those selected for an interview will be contacted. Canada Guaranty is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please advise us in advance of our meeting.

