

Mortgage Foreclosure/Power of Sale Property Administrator-Dartmouth

Job Description

Manage primarily residential properties (Mortgage foreclosure/power of sale and relocation situations) according to the client Service Agreement requirements.

Accountability

The Property Administrator is accountable for the management of the property portfolio assigned to them in accordance with the time standards defined in the client Service Level Agreements including adhering to company policy and procedures and delivering quality service at all times.

Responsibility

- The Property Administrator will report to the Property Manager for timely and efficient administration of client files and for profitability of services provided to such clients.
- His/Her responsibility will be to manage a portfolio of residential foreclosure/power of sale properties ensuring, through a network of contractors, that they are cleaned, repaired, maintained and ready for market.
- The Property Administrator will review estimates for accuracy and price fairness.
- The Property Administrator will deal with tenant related issues in accordance with the tenant act.
- Maintain and establish cordial relationships with all client or clients' lawyer contacts.
- Ensures good working relationships are maintained between direct reports and clients.
- Provides support to management from time to time on given projects.

Qualifications

- Strong Organizational skills
- Computer proficient
- Client service skills
- Can multi task
- Self starter
- Team Player
- Mortgage Lending/Operations experience an Asset
- Mortgage Collection experience an Asset

Please submit resumes to: **Enkelejda Little** elittle@veranova.ca