

## Client Services Coordinator I

We currently have an opening for a Client Services Coordinator I. This position is responsible for the loan closing process from initial financial closing through final construction completion. This position coordinates between departments and with various outside parties including developers, escrow agents, contractors and outside counsel. The CSC I is an entry level position and will work on the less complex loan closing process. The CSC I may also assist the CSC Team Lead to work on more complex closings.

Other responsibilities include providing day-to-day management of records and files related to underwriting process from application through final closing; assembling documents for review by loan officers, attorneys, and other Authority staff; maintaining communication with the development team to resolve questions regarding application information, file maintenance, loan process, and closing process;

Education and Experience requirements:

- Minimum high school diploma or equivalent required with 2 years of related work experience desired, preference for a degree in Finance, Urban Studies, Public Administration, Public Policy, Economics, or a related field
- Requires the ability to work independently, within sensitive deadlines, and maintain effective working relationships with internal and external parties
- Ability to communicate orally and in writing effectively is desired
- Knowledge of Word and Excel required

Excellent benefits package, including 401 (k); immediate vesting.

To apply submit resume and salary history to:

<https://home2.eease.adp.com/recruit/?id=19154482>

EOE

