



## Asset Management Coordinator

### Company Overview:

We are an industry leading underwriter and investor in and servicer of commercial real estate and small business loans. Since 1987, CCSC has purchased and managed more than \$5 billion in assets nationwide, both for its own account and for its strategic partners. It has built its business model and reputation on a strong central core – its people. Our culture is one of teamwork, trust, respect and commitment, and we are always looking for people who are highly motivated and stand out from their peers.

We are currently looking for a professional, detail-oriented person to provide administrative support to the Managing Partner, Director and Asset Management department staff. This will include, but is not limited to, maintaining complete organization of all files and activities within the department while ensuring the team runs in an organized and efficient manner. This is a deadline-driven position and successful candidates must possess excellent organization, communication, interpersonal and computer skills.

### Key Responsibilities:

- Establishes and maintains department files and documents, ensuring accurate and logical organization.
- Organizes, tracks, and expedites flow of work throughout the department.
- Assists with collecting and proofreading department staff's work product before submission to Managing Partner/Director.
- Takes independent action on handling requests and acts as a liaison between Managing Partner/Director and department staff.
- Prepares and updates reports, documents and other correspondence using Microsoft Office.
- Assists with preparation of asset management presentation materials.
- Schedule department meetings and appointments.
- Carries out special projects as requested.
- Provides support for other general administrative assignments as required.

### Minimum Requirements:

- Bachelor's Degree
- 2-5+ years professional experience in a financial services, commercial lending, banking, real estate and/or legal environment.
- Excellent verbal and written communication skills.
- Strong prioritization, time management and organizational skills.
- Exceptional attention to detail and follow-up with daily work and time sensitive projects.
- Solid computer skills including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently under general instructions and manage multiple assignments.
- Ability to work with all levels within the organization and participate in the problem solving process.
- Willingness to work flexible hours.

Capital Crossing offers a comprehensive compensation and benefits package.

### Contact Information:

For consideration, please forward a cover letter, resume and salary requirements to [careers@capitalcrossing.com](mailto:careers@capitalcrossing.com)