

Origination Coordinator (Palm Beach, Florida)

As we pursue our aggressive growth strategy, we have an exciting opportunity for an **Origination Coordinator**. You will have an active role in supporting the Origination team in their efforts to build their contact data bank as well as to coordinate training activities, meetings and appointments. You will also provide administrative support to the Vice President, Origination and other members of the origination team.

You will be responsible for:

- Data input and management of the CRM system.
- Maintaining the lead bank list for marketing purposes.
- Developing a database of brokerage and developer contact leads from various internal and external sources.
- Working with the VP Origination to assign new leads to the Origination team.
- Coordinating travel, appointments and site visits.
- Providing administrative support for marketing efforts.
- Providing administrative support for the Origination team and for Origination activities.
- Overseeing and coordinating the Origination training activities schedule.

Qualifications and Experience:

- Minimum of 2 years of executive office administrative experience.
- Bachelor's degree is preferred.

Additional requirements include:

- Excellent organizational skills, with an ability to balance multiple projects and a high volume workload and the ability to thrive in a fast-paced, entrepreneurial environment.
- Excellent written and communication skills.
- Ability to work independently and in a team environment.
- A great work ethic, results orientated, with the ability to work accurately and with attention to detail.
- In depth knowledge of Real Estate and Finance.
- Strong technology skills, proficient in Microsoft Office, with an emphasis on Word, Excel and PowerPoint.

Trez Capital is a leading multinational real estate financier that has built a reputation for providing developers, owners and investors innovative short to mid-term capital solutions for commercial properties in major centres across Canada and the United States.



Trez has earned the trust of investors, including some of Canada's largest pension funds, by applying rigorous institutional grade underwriting to generate attractive yields and stable sources of income. With offices in Vancouver, BC, Toronto, ON, Montreal, QC, Dallas, TX, Palm Beach, FL, Atlanta, GA and New York, NY, Trez manages a mortgage and investment portfolio of more than \$4.2 billion.

Our Florida team is an integral part of the firm's U.S. growth strategy. Since joining Trez in mid-2016, it has expanded its origination team and closed on over \$1B of loans.

This is a fantastic opportunity with a leader in the real estate finance industry, positioned for continued growth. We offer an entrepreneurial, team orientated culture, great work environment, competitive salary, commensurate with experience, performance based bonus and employee benefits package. Please send your resume and cover letter to careers@trezcapital.com

We thank all applicants for their interest; however, we will only be contacting selected candidates for follow-up.