



**Job title:** Analyst, Funding  
**City:** Montreal

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Otéra Capital offers a wide array of commercial real estate financing services from debt issuing and underwriting to asset management, along with a sophisticated range of products extending from conventional mortgages to structured financial products.

We are a subsidiary of the Caisse de dépôt et placement du Québec, one of the largest institutional fund managers in Canada and the US.

Otéra is a fast-growing company that brings together a group of real estate debt specialists that work as a team, adapting to the needs of clients, borrowers and investors. Our team is still growing, and we continue to seek new talent and seasoned expertise – enthusiastic professionals, ready and willing to support the values that guide our management philosophy: commitment, teamwork, openness and the pursuit of excellence.

### **Role**

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This is a contract position for 12 months

Reporting to the Manager, Funding, the Funding, Analyst is responsible for all aspects of term loan funding, including administrative support. The successful candidate for this position will be expected to process information of a non-financial nature, proofread loan documents, check the completeness and accuracy of data entered into Otéra systems and make sure all guarantees are in place. You are also responsible for delivering outstanding client service in order to create and maintain good professional relationships with investors, suppliers, brokers and lenders.

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## Key Responsibilities

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- Mandate outside legal counsel. Coordinate preparation, review and finalisation of legal documents, insuring loan terms and conciliations are respected.
- Make sure given loan agreements are consistent with their respective loan approval documents
- Mandate and work with outside consultants (such as lawyers, cost consultants, insurance consultants) or other service providers required under a given loan agreement. Prepare a pre-disbursement checklist to make sure all terms and conditions of the loan document have been met in a satisfactory manner and are properly documented
- Review external reports by geotechnical and environmental consultants and take appropriate action at various delegated levels
- Enter all data concerning a given loan into LMS computer systems and make sure this information is complete and accurate during the lifetime of the loan or until its transfer to the assets management team
- Provide instructions to legal advisors respecting the release of funds for a given advance and confirm on follow-up
- Assist the Accounts Manager on any questions or requests concerning the status of disbursements
- Provide an outstanding service, deal with investors' expectations and protect confidentiality of data to ensure client satisfaction, loyalty and retention
- Support Otéra's management philosophy and values

## Qualifications

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- Bachelor's degree (Law or Finance) or Paralegal /Business Administration, or relevant experience
- 3 to 5 years' experience in a similar job position
- Working knowledge of the field of mortgage securities and real estate
- Bilingual in English and French (spoken and written)
- Good working knowledge of Microsoft Office – Outlook, Word, Excel, PowerPoint
- Superior verbal and written communication skills
- Well-developed analytical sense
- Able to work both independently and as part of a team
- Able to work on several files simultaneously within tight deadlines
- Excellent organization and time management skills



Otéra Capital is an equal-opportunity employer. We welcome applications for this position from all qualified candidates.

Please send your curriculum vitae to:

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**Otéra Capital**

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