



Quadrant Real Estate Advisors LLC (“Quadrant”, [www.quadrantrea.com](http://www.quadrantrea.com)) is an institutional investment advisor focused on commercial real estate investing. Quadrant today manages over \$5 billion of assets on behalf of insurance companies, pension funds and other institutional investors. In any given year, Quadrant will originate \$750 million to \$1.5 billion of new investments for its clients. Quadrant is somewhat unique within the \$4 trillion real estate industry in that it invests its client capital across the full universe of institutional quality products including publicly traded (REIT and CMBS securities) and privately placed (direct equity ownership and mortgage lending). Quadrant is regulated by the Securities and Exchange Commission with the status of Investment Advisor under the Investment Advisors Act of 1940. Quadrant is located in Alpharetta, Georgia, a northern suburb of Atlanta.

**TITLE:** Loan Asset Manager  
**RESPONSIBILITIES:** Commercial Mortgage Portfolio Surveillance and Problem Loan Resolution  
**POSTING DATE:** 9-19-2011

#### **JOB QUALIFICATIONS**

- Bachelor of arts, science, or bachelor of business administration. Course work in finance, business administration, economics, accounting, mathematics and real estate are all beneficial.
- Up to four years experience with a life company, bank, or another financial institution in real estate finance, mortgage asset management or underwriting. Financial statement analysis, loan document, and lease review experience required. Loan workout experience is beneficial but not required.
- Top skills required to be successful in this position are (1) good written and oral communication skills, (2) good quantitative skills, (3) ability to multi-task which requires strong organizational skills, (4) ability to work independently with minimal supervision, (5) ability to work in a team environment as well as with clients, loan originators, mortgage brokers, property owners and service providers, and (6) results-oriented individual with the ability to adapt to a changing environment.
- Computer skills necessary to perform the job include a working knowledge of Microsoft Office and Argus cash flow software.
- 10%-20% travel may be required.

#### **JOB DESCRIPTION**

Job will focus on loan asset management, processing various borrower requests, loan valuations and other special projects.

#### **Loan Asset Management**

- Track and resolve mortgage post-closing items.
- Ensure new loans are entered on the surveillance system in a timely manner.

- Handle loan modifications, assumptions, easements, casualty and condemnation awards, future advances, draw requests, lease review and approvals and partial releases.
- Analyze borrower annual operating statements.
- Assess and collect fees.
- Complete Loan Status / Re-inspection Reports and site inspections.
- Loan Valuations.
- Corporate credit monitoring.
- Maintain loan surveillance system to identify high risk/low rated loans within a portfolio and designing/implementing an exit strategy.
- Update cash flow projections and valuations periodically.
- Order and review third party reports, i.e. appraisals, engineering, environmental reports and consultants' reviews; establish repair escrows as needed.
- Inspect properties and monitor operating performance periodically.
- Monitor borrowers' financial position.
- Working with client and outside counsel, portfolio management, and client in developing and recommending effective strategies for loans/sub-performing loans.
- Implementing and monitoring effective cash controls for workouts – lock box accounts, escrows budget and lease approvals.
- Write client/committee recommendations for client approval.

#### **SPECIAL PROJECTS**

- Other minor duties or those performed include portfolio analyses for clients and portfolio management, i.e. client portfolio reviews, quarterly Investment Under Surveillance reviews, and assisting with various special projects.

#### **BENEFITS**

- Quadrant offers very competitive benefits including 401(k), medical insurance, dental insurance, vision insurance, group life insurance, short-term and long-term disability insurance, and medical savings accounts.
- Compensation is market competitive and includes base salary and annual bonuses.

#### **CONTACT INFORMATION**

How to Apply:           E-mail Resume

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