

**Job Title: Commercial Mortgage Closing Specialist**

**Company Name: Montrose Mortgage Corporation Ltd.**

**Location: 201 Portage Avenue, Winnipeg, MB**

**About Us:** Montrose Mortgage Corporation Ltd. (“MMC”) is a commercial mortgage administration company, formed in 1965 and achieving NHA/CMHC Approved Lender status in 1970.

**Job Description:** We have an immediate, full-time, opening for an experienced and detail-oriented Commercial Mortgage Closing Specialist to join our team. The Commercial Mortgage Closing Specialist will be responsible for overseeing the closing process for commercial mortgage loans, ensuring compliance with company policies, investor requirements, and regulatory standards. The ideal candidate will possess a solid understanding of commercial real estate financing, excellent communication skills, and a dedication to providing outstanding customer service.

**Responsibilities:**

- Review loan documentation and coordinate with internal teams, borrowers, legal counsel, title companies, and other stakeholders to facilitate the closing of commercial mortgage loans.
- Knowledge of mortgage documents, including commitment letters, promissory notes, deeds of trust, and other mortgage related documentation, to ensure accuracy and compliance with regulatory requirements.
- Coordinate funding and disbursement of loan proceeds, ensuring timely and accurate completion of transactions.
- Conduct final reviews of closing packages to verify accuracy of loan terms, fees, and disclosures.
- Communicate effectively with clients, brokers, and other parties involved in the closing process to address any questions or concerns.
- Stay informed about industry trends, market conditions, and regulatory changes impacting commercial real estate lending.
- Collaborate with underwriters, lenders, solicitors, and other team members to resolve issues and ensure a smooth closing process.

**Requirements:**

- Minimum of 3 years of experience in commercial mortgage processing, with a focus on loan closing and documentation.
- Strong understanding of commercial mortgage lending processes, including, due diligence, closing procedures, and basic knowledge of underwriting.
- Extensive knowledge of CMHC's guidelines and loan funding requirements and procedures.
- Proficiency with Microsoft suite of products.
- Exceptional organizational skills and attention to detail.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Excellent communication skills, both written and verbal.
- Client-centric mindset with a commitment to delivering exceptional service.
- Knowledge of regulatory requirements governing commercial real estate lending.
- Commercial mortgage closer certification or designation (e.g., Certified Commercial Mortgage Closer) would be considered an asset.

**Benefits:**

- Competitive salary commensurate with experience.
- Comprehensive benefits package.
- Opportunities for professional development and career advancement.
- Dynamic and collaborative work environment.

**How to Apply:** Interested candidates are encouraged to submit their resume and cover letter to [rjaworsky@montrosemortgage.com](mailto:rjaworsky@montrosemortgage.com). Please include "Commercial Mortgage Closing Specialist - MMC" in the subject line of the email. We thank all who apply, however, only those selected for further consideration will be contacted.

**Deadline to Apply:** May 11, 2026

MMC is an equal opportunity employer and is committed to diversity and inclusion in the workplace. We welcome applications from all qualified individuals.