



ACORE Capital

ACORE Capital is an independent commercial real estate finance company. We originate, acquire and manage first mortgage loans, B-notes, mezzanine debt and preferred equity throughout the U.S.

Our management team brings deep industry relationships, unparalleled real estate debt investment experience and access to broad-based deal flow. The team is led by commercial real estate finance veterans Boyd Fellows, Stew Ward, Chris Tokarski and Warren de Haan, who built and ran the commercial real estate lending activities at Starwood Property Trust, Countrywide Financial Corporation and Nomura Securities International Inc. During their 20-year partnership, this team has closed more than 4,000 commercial real estate loans totaling more than \$40 billion.

For more information, please visit www.acorecapital.com

Documentation Manager – Closing

Seeking a document coordinator to perform administrative tasks of maintaining filing systems, making sure documents are correct and accurate, and keeping documents organized and up to date. The position requires data organization and storage knowledge, very good attention to detail and MS office skills. The candidate will learn about documents required to close Commercial Real Estate loans. The ideal candidate will be able to work independently and in a team environment and will have the ability to prioritize responsibilities and adhere to deadlines. An entry level candidate will be considered.

The candidate will have an excellent opportunity to work on a variety of large opportunistic and value-add institutional real estate transactions, including all major property types across the country.

Responsibilities

- Upload draft documents to Deal Folders
- Coordinate receipt of post-closing documents with outside counsel and upload to Deal Folder
- Distribute closing documents to Servicers, Loan Boarding third-party vendors and Investors and maintain checklists
- Research and respond to documentation questions
- Monitor deal documents for any missing and/or trailing documents
- QC certain post-closing documents before distributing
- Monitor delivery of closing binders from external counsel
- Review monthly custodial exception reports and resolve discrepancies with outside counsel
- Update and distribute closing guidelines to external counsel
- Complete reoccurring and ad hoc documentation projects as required

Please send your resume and cover letter to careers@acorecapital.com using the subject line "Documentation Manager"