Asset Manager in Chicago, IL Office

Renovo Financial – www.renovofinancial.com

Who we are

We are a fast-growing lender to real estate investors who invest in and rehab single-family and small multi-family properties. We manage our own private investment fund for high net worth individuals and other institutional investors to invest in our loans. We’re excited to say that we’ve grown to be one of the largest full-service rehab lenders in the US and are very focused on being the #1 lender in Texas. Amazing customer service is a top goal at Renovo. We care about the people we work with and are THRILLED to tell you that over 60% of our business is from repeat customers.

What I do

Complete draw inspections and prepare paperwork for draw disbursal. Evaluate construction work on jobsites for completion and quality. Ensure timely draw payments to clients. Work collaboratively with the asset management/draw payment team.

Outcomes

A. Asset Manager will perform property inspections and process paperwork needed for payments to rehabbers.
B. Ability to get draw inspections done within a 48 business hour timeframe from draw request.
C. 4-6 draw inspections and paperwork completed per workday.

Responsibilities –

A. Create 100% complete and accurate Draw Tracking Tool Worksheets from each Signed Scope of Work for each loan with 48 hours of each closing.
B. Prepare Initial Draw Request from draw tracking tool after each closing and email Borrower and Senior Asset Manager within 48 hours from closing and sending out the asset management welcome email.
C. Conduct detailed draw inspections at Renovo Borrower’s rehab projects, taking clear photos the rehab work as necessary and updating Senior Asset Manager on project progress daily.
D. Process Draw Payment Paperwork same day and upload photos to Renovo’s shared drive.
E. On Draw Payment Days, ensure payment processors have required information

Critical Behavioral Competencies for Asset Manager

Efficiency - Strategizes to get the most draws accomplished, and then completes paperwork accurately to meet internal deadlines.

Accuracy - Manages multiple tasks and internal office communications. Stays on top of details while maintaining high productivity.

Organization/Planning – Schedule draw inspections to minimize wasted drive time

Follow Through on commitments – Be where we need to be when we said we would be there.

Competencies for Asset Manager

• Ability to work in a collaborative, fast-paced environment with clear communication.
• An automobile and valid license are needed, mileage will be reimbursed.

Needed

• Undergraduate degree desired, proficiency in MS Excel and Word necessary
• This is an entry level position, but previous background in building renovation is a plus

Those interested in applying should contact: Derek Walvoord at Derek@renovofinancial.com.