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Position: Production Assistant

Who We Are:

Renovo Financial is a rapidly growing Chicago-based private lender serving real estate investors who acquire and renovate single and multi-family residential properties. We pride ourselves on supporting clients by providing unparalleled service, from the loan application through the payoff. Renovo's reliability and "win-win" solutions-oriented approach is just one reason why our repeat and referral rates far exceed the industry average. Renovo was honored to be named one of Crain's 50 fastest-growing Chicago companies and the 2022 + 2023 Top Workplace winner, as recognized by The Chicago Tribune, and 2023 Best Workplace by Inc. Magazine.

Position Summary:

The Production Assistant is the main support and leverage for top-performing VP's of Lending. You will gather, organize, and maintain up-to-date loan files for the VP's book of business. You will capture the structure and context of each deal and work closely with Renovo's loan processors to ensure the deals can be efficiently processed and underwritten. Your success in this role provides the leverage a VP needs to effectively serve current customers, continue to grow strategic relationships, and bring in lots of new business. In addition to the VP of Lending, you are the main point of contact for customers as you help them through the loan process. You are the glue between Processing and the VP of Lending.

Responsibilities:

- Collaborate closely with VP's to document the structure of a deal.
- Draft, Issue, & Collect LOI's.
- Follow-up consistently on the Document Needs List with client.
- Follow-up and help maintain strategic partnerships.
- Responsible to maintain up-to-date lead funnel.
- Enter Stated Loan Info into Renovo's CRM.
- Manage Calendar and Schedule for VP of Lending.
- Coordinate High-Trust Transfer of Loan File to Loan Coordinator.

Ideal Candidate:

The ideal candidate for this role will have:

- Ability to exceed 15+ loans per month with the VP of Lending that is tracked via the Rehab Pipeline report from Salesforce.
- Maintain a monthly NPS score of 80, Beginning of the Loan Response Rate of at least 50%, and great customer feedback in customer comments.
- Fully Baked Loan File with all supporting documentation prior to going to underwriting and all origination fields are complete in Salesforce.



Behavioral Characteristics:

- **Ethical Conduct:** Uphold the highest standards of ethical conduct and professionalism.
- **Self-Motivated:** You take on tasks without waiting to be told what to do.
- **Positive Attitude:** You approach situations with a proactive and positive attitude.
- **Adaptable:** Ability to collaborate effectively with cross-functional teams and work in a fast-paced, dynamic environment.
- **Team Player:** You believe that to be successful you need to leverage and trust your team. You lead by example.
- **Open-Minded:** Always seeks to find and develop creative solutions.

Renovo Financial is an equal opportunity employer. Renovo Financial does not discriminate in any employment actions (including hiring decisions) with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, gender identity and expression, marital status, disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Renovo offers full-time employees a 401k plan with employer matching, paid time off, observance of company paid holidays, medical, dental, vision benefits for employees and their dependents, voluntary benefit offerings (life insurance and short-term disability), pre-tax FSA, commuter and dependent care benefits, maternity/paternity, hybrid work schedule, and more.