



HOUSE OF FINANCE INC.  
*Let our house be your foundation.*

# HOUSE OF FINANCE, INC.

## JOB DESCRIPTION

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**JOB TITLE:** EXECUTIVE ASSISTANT (to the President)  
**JOB FAMILY:** Administration  
**CATEGORY:** Exempt

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### **BASIC QUALIFICATIONS:**

- Bachelor's degree (preferably in Management) or its equivalent in related experience.
- Detail-oriented, conscientious and creative in problem solving.
- Knowledge of basic math and should have intermediate proficiency in MS Office (including Word, Excel and Access).
- Must be highly organized; ability to multi-task and manage stress well; unruffled work composure; works well in a team and communicate in a calm demeanor.
- Must be familiar with general office procedures.

### **ESSENTIAL FUNCTIONS:**

The Executive Assistant is directly responsible to provide high-level administrative support to the President and managing his daily schedule. This person is tasked to handle information requests, performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. S/He is accountable for the administration, maintenance, tracking and monitoring of any agreements of all loan files associated with him. It includes the setting up each loan file in the company's central loan origination system (LOS). This person works closely with the VP of Operations, as well as with other loan processors / underwriters in the organization.

The position will be based in the company's headquarter in *Honolulu*.

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### **DUTIES AND RESPONSIBILITIES:**

1. Provide administrative support and technical assistance (ENCOMPASS) to the President in processing all loans associated with him.
2. Act as primary point of contact and work with borrowers, realtors, escrow companies to clarify all administrative requirements contained in agreements and amendments.
3. Review documents to ensure that there are clear, appropriate and specific terms, conditions, and deliverables included in compliance with government regulation.
4. Work with VP of Operations and other loan processors / underwriters to ensure appropriate use of compliant forms are in the loan file.
5. Ensure that all necessary information is communicated to the borrowers, realtors and escrow companies in a timely fashion.
6. Implement and maintain tracking and administrative processes adopted by the company. Keep the appropriate people apprised of the status of individual loan files and alert them to deadlines and expirations dates.
7. Organize and maintain loan documents for all agreements and related amendments.
8. Provide assistance on any special projects as directed by the President..

**KNOWLEDGE/SKILLS:**

- Bachelor's degree in management or 5 years equivalent in related experience.
- Demonstrated experience in MS Office, including Word, Excel and Access. May require database management skills with ability to produce reports. Ability to use advanced computer functions including navigating the Internet.
- Demonstrated experience using any loan origination system (LOS).
- Proven organizational skills and attention to detail.

**COMPLEXITY/PROBLEM SOLVING:**

- Interpret guidelines and analyze factual information to adapt or modify processes in response to changing circumstances.
- May act as a resource to others to solve problems.
- Analyze situations, evaluate alternatives, and implement solutions.
- Proven ability to organize priorities, meet deadlines, and manage peak periods of activity while maintaining related paper records.
- Strong problem solving skills.

**DISCRETION/LATITUDE/DECISION-MAKING:**

- Exercise independent judgment. Work affords significant opportunity to act independently on assigned tasks.
- Act in supervisor's stead when instructed.
- Ability to exercise discretion and maintain confidences.

**RESPONSIBILITY/OVERSIGHT – FINANCIAL:**

- Ability to identify and resolve issues having financial implications.

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**

- Work and communicate with a wide range of people in multiple phases of the loan process. Work in partnership with other companies (realtors, appraisers, escrow officers, etc.)
- Demonstrate professional, positive, approachable attitude/demeanor and discretion.

**WORKING CONDITIONS/PHYSICAL EFFORT:**

- Work requires only minor physical exertion and/or strain.

**TO APPLY:**

Please send resume and cover letter to:

- House of Finance, Inc.  
2300 North King St.  
Honolulu, HI 96819  
Attention: VP - Operations

Cover letter should articulate clearly how you meet each of the 5 basic qualifications listed above.

**House of Finance, Inc. is an Equal Opportunity Employer**