



Loan Administrator Position

Twin Brook Capital Partners

Twin Brook Capital Partners (“Twin Brook”) is a finance company focused on providing cash-flow based financing solutions for the middle market private equity community. The firm was founded and is managed by a group of highly experienced, dedicated professionals who have successfully worked together throughout their careers at leading middle market lending institutions. The management team has successfully closed over 1,100 transactions with 200+ different middle market private equity firms. Twin Brook’s flexible product suite allows for tailored financing solutions for leveraged buyouts, recapitalizations, add-on acquisitions, growth capital and other situations for companies that typically have EBITDA between \$3 million and \$50 million.

Responsibilities

- Lead role in processing/creating wires for settlement with outside funding sources
- Monitor multiple bank accounts, assisting with identification of cash
- Assist in coordinating funding process with deal team and MMDL team in New York to ensure funding is successful
- Set up Agency deals in WSO Agent and assist with setup in WSO-Web
- Review transactions and related documents to ensure completeness and accuracy within the loan systems
- Develop a professional working relationship with clients both external and internal
- Creating timely invoices for clients at month-end and ensure all loans are rolled and correct rates are set for the next accrual period
- Creating deliverables in WSO for client requirements(i.e., annual agents fees and borrowing base certificates)
- Enter marks into WSO-WEB for each loan from spreadsheet provided by MMDL team in New York
- Resolve position and cash breaks with parent company and counterparties
- Active participation in team meetings and initiatives

Requirements

- One – three years of experience in a banking/financial environment
- BS/BA in Finance, Business Administration or a related field
- Proficiency with Microsoft Office Suite and other MS-Based applications with particular reference to MS Excel and MS Word
- Wall Street Office and Geneva knowledge a plus
- Self-starter with a positive attitude and the ability to work independently as well as in a group
- Excellent organizational skills and strong attention to detail
- Must be self-motivated, self-directed and proactive
- Strong sense of professionalism and strong work ethic
- Must work well under pressure
- Ability to prioritize workload and recognize importance of demands given by team
- Excellent communication skills, both verbal and written, including ability to communicate effectively and professionally

Application

Keywords: Leveraged Finance, Loan Administrator, Portfolio Administrator, Loan Analyst

To Apply: Interested, qualified candidates please submit your resume and cover letter to the following email address: recruiting@twincp.com.