



Receptionist - Irvine, CA

COMPANY OVERVIEW

Sabal Capital Partners (Sabal) is a nationwide wholesale small balance commercial real estate mortgage company. Sabal provides permanent and bridge debt solutions for commercial real estate for agency, capital markets and balance sheet execution through its highly specialized wholesale lending platform. Sabal sources loans through correspondent agreements with brokers and banks. Sabal is a fully integrate platform including a rated commercial servicing operation to manage all loans it originates.

KEY RESPONSIBILITIES

- Greets and directs visitors to the company, provide parking validation as needed.
- Provides callers with information such as company address, directions to the company location, company fax numbers, company website and other related information.
- Receives, sorts and forwards incoming mail. Maintains and routes publications, email incoming faxes daily.
- Coordinates the preparation, pick-up and delivery of express and certified mail services (FedEx, UPS, etc.)
- Assists in the ordering, receiving, stocking and distribution of snacks and office supplies.
- Assists with other related clerical duties such as photocopying, faxing, filing and collating.
- Manage conference room calendars. Prepare conference rooms for meetings, order and set up food as necessary.
- Other duties as assigned.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- High School Diploma.
- Associate degree preferred.
- 3+ years of experience.
- Proficiency in Excel, Word and Power Point.
- High level of integrity and confidentiality required.
- Ability to work independently and responsibly with little supervision or instruction, but also a team player.
- Ability to communicate ideas (written and orally) both clearly and concisely.
- Attention to detail, prioritization skills, responsiveness and ability to meet tight deadlines are essential.

At Sabal, you can have a rewarding career on every level. In addition to challenging and meaningful work, you will have the chance to have an impact on the future direction of the company by interacting directly with board members and other members of Sabal's senior management team. Our culture of innovation, drive, growth and entrepreneurship, means your ideas on how to improve our business will be a key component to our future growth as a successful business franchise. At Sabal, we embrace a team oriented, collegial, and "can do" approach that rewards employees based on the success of the overall business and individual contributions.

CONTACT SABAL

If you have interest in this challenging and rewarding opportunity, please contact us at kelly.garriott@Sabalcap.com or fax your resume to 888-947-3232. No phone calls please.