

Twin Brook Capital Partners

Underwriting Assistant Vice President Position

Responsibilities:

- Manage internal and external transaction processes.
- Develop initial structure of a transaction with an ability to quickly assess a deal within the credit parameters of Twin Brook.
- Maintain balanced deal advocacy, including meeting client needs and making good credit decisions.
- Initiate deal discussions with originators prior to screening to discuss merits and risks associated with transactions.
- Active participation in and preparation of screening materials, transaction due diligence and underwriting deliverables.
- Coordination with Sponsor regarding due diligence and transaction process.
- Active participation in internal investment committee meetings.
- Preparation and/or review of term sheets and commitment letters.
- Coordination of syndication timelines, materials, and information flow to participating lenders.
- Lead transaction closing processes, including coordination with Operations.
- Lead portfolio management on a monthly basis, including:
 - Analyze both credit and financial performance metrics and prepare Management Discussion & Analysis;
 - Manage interaction with Sponsor / CFO and other participating lenders;
 - Monitor file organization and completeness;
 - Coordinate credit agreement amendments and waiver requests; and
 - Manage information flow for transaction updates and modifications to Operations.
- Assist in the training and development of junior underwriters.
- Develop relationships with counterparts at Sponsor clients.

Requirements:

- Four – six years of experience in directly relevant financial environment.
- BS/BA in finance, accounting, economics, or a related field.
- Comprehensive knowledge of terms and provisions within the senior loan documents.
- Flexibility to adapt to changing priorities and timelines through planning, analytical, and problem-solving capabilities.
- Ability to build and sustain productive working relationships with all business functions and be comfortable interacting with sponsors, management, investors, external partners, and others.
- Proficiency with CapIQ, Pre Quin, Microsoft Office Suite and other MS-Based applications with particular reference to MS Excel, MS Word, and MS PowerPoint.
- Strong organization skills with a logical approach and time management.
- Excellent written and verbal communication with attention to detail.

To Apply: Interested, qualified candidates please submit your resume and cover letter to: recruiting@twincp.com. Kindly specify which position you are applying for in the subject line.