



MELVIN MARK
EST. 1945

JOB POSTING

JOB TITLE: Loan Production Analyst

EXEMPT NON-EXEMPT

DEPARTMENT: Melvin Mark Capital Group

SALARY: D.O.E

REPORTS TO: Managing Director

POSTED: April 2026

ABOUT MELVIN MARK COMPANIES

Melvin Mark Companies has developed, owned, and managed property in Portland since 1945. Along with a current portfolio of almost 4 million square feet of commercial space in the Metro area, we also provide a full range of commercial real estate services for landlords and tenants. Our companies include Melvin Mark Capital Group, Melvin Mark Investors, Melvin Mark Construction Company, and Melvin Mark Brokerage Company.

Melvin Mark Capital Group provides debt solutions for local and regional owners.

We have a respected reputation in the community; we are regarded as both a great place to work and for our philanthropic endeavors. We offer a competitive benefits package which includes medical/dental, professional development, parking, an annual TriMet pass and much, much more! Our 50-plus employees enjoy being part of the Melvin Mark team. In fact, Melvin Mark employees have an average tenure of around 10 years!

Are you interested in bringing your talents to one of the leading commercial real estate firms in Portland? Be sure to check us out at www.melvinmark.com and www.melvinmarkcompanies.com/companies/capital-group/

JOB SUMMARY

The Loan Production Analyst is a vital team member who prepares debt offering memorandums for commercial and multifamily real estate transactions, including research, financial modeling, and tracking of closing items/submissions to lenders. This dynamic position works closely with the Loan Producer.

ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITIES

Property Underwriting/Loan Packaging & Closing:

- Reviews leases, rent rolls, budgets, operating statements, expense reconciliations, and other information in conjunction with underwriting a loan
- Ensures that needed information for preliminary loan analysis is received
- Inputs rent rolls, operating statements, and other deal information into Excel models. Ensures all data is reconciled
- Completes loan packages that are then provided to potential capital sources, including maps, aerials, market studies, and lease/sale comparable

- Manages the due diligence process once in closing. Track closing items and submission to lender.
- Writes descriptions of properties, neighborhoods, and the local market
- Communicates with loan producers and lenders to clarify questions in underwriting and other items pertaining to a property

Secondary Functions:

- Responsible for entering and maintaining the company's CRM and pipeline
- Performs property site inspections
- Markets via eBlast and website updates

CORE COMPETENCIES

- Must have excellent analytical and problem-solving skills
- We need someone who possesses strong writing skills and can effectively communicate analytical and marketing data
- Close attention to detail and strong organizational skills are essential to this position
- The ideal candidate will be self-motivated, team oriented, and able to manage their time and prioritize deadlines
- Ability to work in a dynamic team environment

KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

- College degree required, with course work in finance/accounting practices
- Real estate financial analysis or related coursework required
- 2-3 years of experience as a loan analyst is preferred
- Familiarity with commercial real estate a plus
- Excellent computer skills with a high degree of proficiency in MS Excel, Word, & PowerPoint
- Experience with cash flow modeling a plus

JOB CONDITIONS

This position must be able to remain in a stationary position 75% of the time. The job requires constant operation of a computer and other office equipment. Must be able to assess large amounts of data using a variety of software applications and communicate clearly and concisely with various business contacts. A portion of the job requires building visits, which involves walking and operating a camera.

HOW TO APPLY

Please send resumes and cover letters to:

Kim Barnett, VP of Human Resources (No phone calls, please)
kbarnett@melvinmark.com

Melvin Mark Companies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements Melvin Mark Companies complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placements, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Melvin Mark Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.