

Job Description	
Title:	Mortgage Administrator/Sales Support
Department:	Lending Department
Reporting to:	Head of Lending & Business Development
The Role:	<p>This is a fantastic opportunity for somebody with strong administration experience who is looking to commence their career within the industry. They will initially join the business in a sales support capacity to work directly with the Lending Manager and act as a training ground to move into a sales position going forward if so desired.</p> <ul style="list-style-type: none"> • Assisting the lending manager with all new mortgage enquiries and applications • Assessing client documents • Packaging and submitting mortgage applications • Data entry and file management for new and existing clients • Managing a pipeline to maximize conversion rates and reduce the process time frame. • Communicating with clients on outstanding items • Knowledge of Mortgage Applications is advantageous • Develop excellent relationships with internal departments and represent client cases in order to maximise good quality lending • Support clients in the retention of existing business. • Assist in projects/tasks assigned from time to time by Management
Education and Experience:	<ul style="list-style-type: none"> • Ideally a 3rd level degree or relevant industry qualification and working toward an APA or QFA Qualification. • Role is suitable to a graduate or candidate with c.1year relevant experience in banking institution or a brokerage firm/mortgage company • Good knowledge of the Mortgage Industry is desirable • Strong attention to detail and good time management is essential • Proficient in the suite of Microsoft Office products • Must have a willingness to learn and hunger to succeed

Skills and Personal profile	ideal candidate will be able to demonstrate: <ul data-bbox="555 257 1305 459" style="list-style-type: none">• Highly motivated working to targets• Excellent interpersonal skills• Excellent organizational and time management skills• Team player who works well in a small and dynamic team.• Self-starter and strong initiative• Discreet and confidential
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