



Job Description	
<b>Title:</b>	Mortgage Administrator/Lending Support
<b>Department:</b>	Lending Department
<b>Reporting to:</b>	Lending Manager / Lending Team Leader
<b>The Role:</b>	<p>This is a fantastic opportunity for somebody who is looking to embark on a career within the industry. The successful candidate will join an award-winning business in a Lending support role to work directly with the Lending Managers with the potential to progress into a lending manager position in the future. The role will include;</p> <ul style="list-style-type: none"> <li>✓ Assisting the lending managers with all new mortgage enquiries and applications.</li> <li>✓ Assessing client documents.</li> <li>✓ Packaging and submitting mortgage applications.</li> <li>✓ Data entry and file management for new and existing clients.</li> <li>✓ Managing a pipeline of cases to maximize conversion rates and reduce the process time.</li> <li>✓ Communicating with clients on outstanding items.</li> <li>✓ Knowledge of Mortgage Applications is advantageous.</li> <li>✓ Work closely with other departments and represent client cases in order to help to enhance quality lending.</li> <li>✓ Support clients in the retention of existing business.</li> <li>✓ Assist in special projects/tasks assigned from time to time by Management.</li> </ul>
<b>Education &amp; Experience:</b>	<p>The role is suitable to a candidate with minimal experience in a banking institution or a brokerage firm / mortgage company as extensive training/mentoring will be provided to ensure the successful applicant develops within the role and reaches their full potential.</p> <ul style="list-style-type: none"> <li>✓ Leaving Certificate or relevant industry qualification and preferably working towards achieving an APA or QFA Qualification.</li> <li>✓ LIA Apprenticeship available for suitable candidate. 3-year level 8 program.</li> <li>✓ Evident knowledge of the Mortgage Industry is desirable.</li> <li>✓ Strong attention to detail and good time management is essential.</li> <li>✓ Proficient in the suite of Microsoft Office products.</li> <li>✓ Must have a willingness to learn and desire to succeed. Will need to work off own initiative but be an integral part of the Lending team and its success.</li> </ul>
<b>Skills and Personal Profile:</b>	<p>Ideal candidate will be able to demonstrate:</p> <ul style="list-style-type: none"> <li>✓ Highly motivated to work towards targets.</li> <li>✓ Excellent interpersonal skills.</li> <li>✓ Excellent organizational and time management skills.</li> <li>✓ Team player who works well in a small and dynamic team.</li> <li>✓ Self-starter and strong initiative.</li> <li>✓ Discreet and confidential.</li> </ul>