

Job Description	
Title:	Mortgage Administrator/Lending Support
Department:	Lending & Marketing
Reporting to:	Chief Commercial Officer
The Role:	<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 and expanding 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"> • Assisting the lending managers 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 of cases to maximize conversion rates and reduce the process time. • Communicating with clients on outstanding items. • Knowledge of Mortgage Applications is advantageous. • Work closely with other departments and represent client cases in order to help to enhance quality lending. • Support clients in the retention of existing business. • Assist in special projects/tasks assigned from time to time by Management.
Education & Experience:	<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"> • Third Level or relevant industry qualification and preferably working towards achieving an APA or QFA Qualification. • LIA Apprenticeship available for suitable candidate. 3-year level 8 program. • Evident knowledge of the Mortgage Industry is desirable but not essential. • 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 desire to succeed. • The successful candidate will be an integral part of the Lending team and will have excellent opportunities to progress within the firm.

Skills and Personal Profile:	Ideal candidate will be able to demonstrate: <ul style="list-style-type: none">• Highly motivated to work towards targets.• Excellent interpersonal skills.• Excellent organizational and time management skills.• Team player who works well in a small and dynamic team.• Self-starter with a strong initiative.• Discreet and confidential.• An ability to carefully follow policies and procedures.
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Applications with cover letter & CV to hr@dilosk.com