

This is an office-based role for a Loan Administrator progressing to Lending Consultant role.

In your starting role of a Loan Administrator, you will manage loan servicing processes, handle supporting loan documents, and assist mortgage brokers structure loans that meet with their clients' financial needs.

You will be responsible for ensuring smooth processing of loan applications and providing exceptional customer service to help clients navigate their lending journey efficiently.

Your work will contribute to maintaining compliance while enhancing the overall customer experience.

Candidates must have or be willing to start their Diploma in Mortgage Broking & Finance and ideally progress into a Lending Consultant position.

## Qualifications

### Must Haves:

- \* Strong Customer Service skills and the ability to build client relationships
- \* Detail-oriented with excellent organizational skills
- \* Strong communication and problem-solving abilities
- \* Ability to work effectively in an office environment (future hybrid potential)

### Would be Amazing:

- \* Knowledge and experience in Loan Processing and Submissions
- \* Proficiency in reviewing and collating supporting Loan Documents
- \* Understanding of Finance principles and lending practices

### Benefits:

- Role covered under Banking & Finance Award,
- Mentoring included
- Full time, Permanent Part-time or Commission only contract available
- Generous leave allowances including annual leave, personal leave, long service leave and other ad hoc leave to cover life events,

- Office is located 50meters from Milton Train Station.