DILOSK | ICSMortgages

Job Description	
Title:	Mortgage Administrator/Lending Support
Department:	Lending Department
Reporting to:	Lending Manager / Lending Team Leader
The Role:	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; ✓ 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:	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. ✓ 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: ✓ 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.

Applications with cover letter & CV to hr@dilosk.com