



## Para Broker

**Full Time Position** - Salary commensurate with experience

**Applications close Wednesday 21<sup>st</sup> February 2024 and can be submitted alongside CV to [robert@trewin.com.au](mailto:robert@trewin.com.au) for consideration.**

- Support a well-established broking practice experiencing continuous growth
- Work with people passionate about what they do
- Use your skills and build a long-term career

Trewin Mortgage Broking is a highly regarded and multi award-winning finance broking company located in Bairnsdale. We focus on providing residential, commercial and asset lending solutions and take great pride in building trusted relationships and providing clients a professional service to help them achieve their home ownership and financial objectives.

### **About the role:**

We are looking for a candidate passionate about delivering exceptional client experiences and providing vital support in the dynamic world of finance broking. The role primarily consists of the following tasks:

- Initial examination of loan scenario as communicated by the broker.
- Credit analysis, product comparison and recommendation.
- Collection and maintenance of supporting documentation.
- Packaging of loan applications including commentary and notes.
- Passing deal on to Broker Assistant for lodgement then managing any credit critical issues (in conjunction with the broker) that may arise during the approval process.
- Regular customer and broker updates throughout the application process.
- Liaise with lenders, solicitors, accountants and appropriate third parties to ensure timely settlements.
- Process of valuations and home loan amendments.
- Oversee the execution of mortgage documents and settlement processes.
- Adhere to all compliance processes.
- Upload all relevant documents into aggregator software, for external audits.
- Contribute to regular team meetings.
- Help deliver a personable and professional service for clients.

### **Skills and experience:**

We have market-leading, intuitive software and operate in a paperless environment. We are seeking a candidate with the following minimum experience levels and attributes:

- Building new and supporting existing client relationships.
- Strong analysis and judgement skills.
- Excellent verbal and written communication skills.
- Proven engagement and communication skills to nurture customers throughout their finance journey.
- Possess strong commercial acumen and workplace integrity.
- Be a strong team player with a 'can-do' attitude.
- Able to work autonomously with minimal supervision.