



POSITION DESCRIPTION

POSITION TITLE: Broker Administrator

ADVERT TITLE: Broker Administrator

LOCATION: MALAYSIA PHILIPPINES THAILAND VIETNAM

ASW COMPANY OVERVIEW

ASW is creating the world's most talented international family through hiring and growing talent into long-term careers with Australian companies. ASW is a recruitment and talent specialist, that partners with Australian companies to help them build highly capable international teams. We enable Australian companies to meet their business goals by accessing and retaining premium talent in emerging markets and giving that talent the opportunity to grow, learn and develop. Together we embed international teams into respected Australian businesses, both functionally and culturally, to deliver enduring and transparent people solutions.

THE OPPORTUNITY

Our client is a boutique lending advisory service and brokerage. With over 20 years of finance experience, they provide clients with advice on lending services for consumer & business customers on property mortgaging processes. They are currently looking for a **Broker Administrator** to be a part of their growing team!

This role focuses on providing support brokers by gathering and organizing client financial information, preparing loan applications, and maintaining communication with clients and lenders. Your attention to detail, confidentiality, and knowledge of lending products contribute to the smooth operation. You will play a crucial role in ensuring compliance with regulations and delivering efficient financial solutions to clients.

KEY RESPONSIBILITIES

- Gather and organize client financial information for loan applications.
- Prepare and review loan documents for accuracy and completeness.
- Assist clients in completing required paperwork and documentation.
- Liaise with clients, lenders, and other stakeholders to facilitate the loan approval process.
- Maintain confidentiality and adhere to regulatory standards in handling sensitive financial information.
- Keep abreast of lending products, interest rates, and industry regulations.
- Support the finance broker in scheduling appointments and managing client communications.
- Provide administrative support, such as filing, data entry, and record keeping.
- Assist in researching and analyzing financial data to support decision-making processes.
- Collaborate with team members to ensure smooth workflow and efficient service delivery.



POSITION DESCRIPTION

SKILLS, EXPERIENCE & QUALIFICATION

- Relevant certification or coursework in finance, business administration, or related field may be preferred.
- A Certificate IV in Mortgage Broking would be advantageous, though not a prerequisite for the position.
- Previous experience in a similar role, such as administrative assistant or customer service representative, can be advantageous.
- Good verbal and written English skills.
- Driven, proactive and able to work well independently & work well with the wider team.
- Excellent time management skills and interpersonal skills.

ASW OFFERS

- A diverse, inclusive, and supportive company culture.
- Competitive remuneration.
- Opportunity to collaborate and work with global clients and stakeholders.
- Medical benefits.
- Great Paid Leave entitlements.
- Team outings, travel opportunities, company parties/events, and other exciting activities.
- Exposure to an international environment, working with people across Malaysia, Vietnam, the Philippines, and Australia.
- Industry and role-related training.
- Ongoing career opportunities.