



POSITION DESCRIPTION

POSITION TITLE: Loan Processor and Administrative Support

ADVERT TITLE: Loan Processor & Administrator

LOCATION: MALAYSIA PHILIPPINES 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 leading Australian financial expert who stands firm on its commitment to empowering businesses' access to funding within the Fintech space and offering lending solutions tailored to your business needs, including business lending, bridging finance, asset acquisitions, and more.

Harnessing the capabilities of Artificial Intelligence, the client's platforms offer intuitive, automated, and efficient solutions, making financing a breeze. Expanding across Australia, our client began as a passionate endeavour to bridge the financial gap in the equipment finance space and is currently looking for a Loan Processor & Administrator to be a part of the growing team for the role.

KEY RESPONSIBILITIES

- Prepare loan documents with absolute precision, ensuring zero errors in calculations, terms, and conditions.
- Thoroughly review and cross-check all loan-related paperwork for completeness and accuracy.
- Collaborate closely with underwriters, lenders, and borrowers to gather and verify required information.
- Act as the primary point of contact for lenders, suppliers, and internal teams, providing prompt and professional communication.
- Maintain organized and up-to-date records of all loan files, correspondence, and documentation.
- Coordinate and schedule meetings, appointments, and follow-ups with stakeholders.



POSITION DESCRIPTION

SKILLS, EXPERIENCE & QUALIFICATION

- Min Diploma and above in any field
- Possess min of 3-5 years of proven working experience in loan processing, financial services, or a related field.
- MUST have experience in processing end to end of Commercial Loan
- Strong organizational and multitasking skills to manage multiple loan files simultaneously.
- Proficiency in Microsoft Office Suite and familiarity with loan processing software.
- Excellent written and verbal communication skills.
- A positive, energetic, and vibrant personality with a customer-service mindset

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.