



# POSITION DESCRIPTION

**POSITION TITLE:**

**ADVERT TITLE:**

**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 partner, a leading financial services firm in Australia, with over 25 years of experience, specializes in innovative, tailored solutions for personal and business needs. Their dynamic, high-achieving team excels in delivering exceptional results and building lasting client relationships. Candidates can expect to join a culture dedicated to excellence and top-notch service.

We are seeking a detail-oriented and dedicated Broker Support Specialist to provide exceptional support to brokers, ensure efficient processing of financial transactions, and maintain strong client and partner relationships. Apply today to be part of a dynamic team committed to delivering top-notch finance solutions and creating lasting client relationships!

## KEY RESPONSIBILITIES

- Provide support with documentation, applications, and administrative tasks to ensure smooth transactions.
- Prepare, review, and process documentation for accuracy and compliance.
- Serve as the main contact for brokers and clients, handling inquiries, updates, and issues.
- Track and coordinate finance applications from start to finish.
- Maintain accurate and up-to-date data in financial systems.
- Ensure all transactions meet company policies and legal requirements.
- Generate and analyze reports on application statuses and deal flow.
- Develop and nurture strong relationships with brokers and clients.
- Identify and implement process improvements for better efficiency and client experience.

## SKILLS, EXPERIENCE & QUALIFICATION

- Bachelor's in Business Administration/Commerce/Accounting/Finance preferred



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- 2-3 years experience as a Broker Assistant/Support in Asset Finance Products and Services for Broking Industry.
- Proficiency in Microsoft Office Suite and other computer tools and systems.
- Administrative background experience is a plus.
- Excellent English communication skills (verbal and written)
- Strong attention to detail and organizational skills
- Experience with offshore teams is a plus
- Ability to work independently and collaboratively

## 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.