



POSITION DESCRIPTION

POSITION TITLE: Lending Coordinator

ADVERT TITLE: Lending Coordinator

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 is a well-established in personal financial and SME business advice profession, with over 30 years of industry excellence. In 2021, the company transitioned to their own Australian Financial Services License and have since earned four prestigious Australian Accounting Awards.

With services to make a positive difference to the clients' financial outcomes, our partner delivers a breadth of specialized financial advice tailored to every stage of their clients' financial journey - whether that is as an individual or a business. Our partner is currently expanding the team and is in search of a **Lending Coordinator** in Kuala Lumpur, Malaysia.

KEY RESPONSIBILITIES

- Supporting Senior Lending Advisers on the provision of credit assistance, always ensuring alignment to the client's best interest.
- Preparation and packaging of loan submissions.
- Adhere to all regulatory requirements, including ASIC regulations, NCCP, and Best Interest Duty.
- Assist Senior Lending Advisers in optimal client outcomes throughout the customer journey (lead to post settlement).
- Requesting and verifying supporting documents.
- Liaising with stakeholders including conveyancers, valuers, settlement agents, and lenders.
- Ensuring reasonable steps are taken in the process of verification of a client's financial position and supporting documentation.
- Verifying applications: Reviewing application details, documents, and comments to determine approval requirements and ensure high quality of submission; ordering / verifying and chasing necessary documentation.
- Maintaining the integrity of CRM databases, filing systems and customer data.



POSITION DESCRIPTION

- Resolving errors at point of detection to ensure efficient customer file progression.
- Demonstrating strong knowledge of current lender policies, products, and procedures.
- Collaboration with the team and the greater Altus business.

SKILLS, EXPERIENCE & QUALIFICATION

- Minimum 1 years' experience in a similar role.
- Outstanding customer service skills.
- Excellent verbal and written communication.
- Organized, self-motivated and a team player.
- Strong administration & Office 365 skills.
- Experience with MyCRM advantageous.

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.