



# POSITION DESCRIPTION

**POSITION TITLE:** Finance Broker Assistant

**ADVERT TITLE:** Finance Broker Assistant

**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 one of Australia's leading Mortgage and Finance Broking businesses, known for its diverse range of financial services tailored to meet the needs of their customers. They are seeking a Finance Broker Assistant to support their organization in ensuring compliance with regulations for loan applications.

The ideal candidate should have strong analytical abilities, proficiency in relevant software, a sharp attention to detail, and the capacity to maintain client confidentiality. This is a great opportunity to develop your career within a well-established company that values both personal and professional growth.

## KEY RESPONSIBILITIES

- Process client documentation into CRM and maintain organized filing systems.
- Ensure accurate data entry in CRM and other systems.
- Order property valuations and loan pricing through lender portals.
- Adhere to confidentiality and regulatory standards in handling financial information.
- Assist finance brokers with loan application processing.
- Prepare loan applications with precision, ensuring accuracy in calculations and terms.
- Review and verify loan paperwork for completeness and compliance.
- Ensure all transactions comply with regulatory requirements.
- Track deadlines and ensure timely submission of required documentation.

## SKILLS, EXPERIENCE & QUALIFICATION

- Bachelor's degree in Business Administration, Finance or a related field
- Minimum of 2-5 years of experience in a similar role within Broking, Mortgage, Loan, Finance Industries.
- Previous experience in a similar role, such as administrative assistant or customer service representative in a brokerage, can be advantageous.
- Proficient in Microsoft Office and Apply Online is advantageous.



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- Excellent verbal and written communication skills, with the ability to engage effectively with the team and stakeholders.
- High level of accuracy and attention to detail, ensuring compliance and quality in all tasks.
- Strong customer service orientation, with a commitment to addressing stakeholder needs effectively.

## 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.