



Broker Support

- **Vacancy for:** 10
- **Posted on:** Nov. 23, 2017
- **Deadline:** Nov. 1, 2018, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance
Job Level : Entry Level
Employment Type : Full Time
Job Location : Jawalakhel, Patan, Central Development Region, Nepal
Offered Salary : NRs. 33,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Job Description

- Processing home loan applications from submission to settlement for our clients in Australia
- Broker, Client, Lender, Solicitor and Business contact liaison
- Ability to work efficiently in a high pressure and volume
- Ability to work in a dynamic team environment
- Meticulous attention to detail and accuracy in data entry
- Providing great customer service skills
- Take additional challenges as and when required

Key Commercial Skills and Qualifications required to meet position objectives:

- Customer service skills
- Excellent communication skills both written and verbal
- Problem-solving skills and solution focused
- Exceptional attention to detail and accuracy
- Excellent time management skills and prioritization of workload
- Analytical and mathematical skills
- Ability to work closely with a diverse and cross – cultural team
- Ability to follow instructions and work autonomously to achieve deadlines

Work hours: 6:00 am to 2:00 pm including a 1-hour lunch break (non-negotiable)

Note: Position description will be discussed in detail during the face-to-face interview. Only short-listed candidates will be contacted. Telephone enquirers will not be entertained.

Applying Procedure

Send us your CV and cover letter to recruitment@homeloanexperts.com.au with the subject “**Career: Broker Support**”.

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