



Virtual Administrator for Loan Processing

- **Vacancy for:** 4
- **Posted on:** Nov. 13, 2018
- **Deadline:** Nov. 20, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Banking / Insurance /Financial Services
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Okubahal, Lalitpur
Offered Salary	: Negotiable

Job Specification

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

Other Specification

- Excellent interpersonal, verbal and written communication skills in English
- A good team player with the ability to work on own initiative

Essential skills and qualifications required to meet position objectives:

- Excellent Communication skills in English both verbal and written
 - High attention to detail and accuracy
 - Highly self-motivated and self-driven
 - Professionally Presented
 - Positive attitude and prepared to work in a team environment and meet deadlines
 - Problem-solving skills and including the ability to resolve unusual and complex issues and then devise actionable solutions
 - Responsible for managing time and prioritizing the assigned tasks
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Job Description

- Data entry of loan application information into lender platforms
- Assisting our clients with processing & tracking home loan from pre-submission to settlement
- Liaising with clients to request supporting documentation and update them on the progress of their application.
- Forming relationships and communicating with clients, lenders, referrers and other business agents.
- Keeping active notes and managing applications in a dedicated Customer Relation Management (CRM) platform
- Working with finance brokers to ensure compliance processes are followed and maintained.
- Provide exceptional customer service
- Ready to take challenges and prove it
- Ability to work autonomously with set tasks
- Content Writing, Social Media Management & Blog Publishing

Benefits:

- The attractive remuneration package for deserving candidates
- Growth within the company with skills development in Finance, Marketing & Management
- Working days Monday to Friday, 7 am to 4 pm (1-hour lunch break)

Great opportunity to have work-life balance through working smart.

Applying Procedure:

Interested candidates are requested to submit CVs and Cover letter to hr@outsolu.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/virtual-administrator-for-loan-processing/>

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