



## **Full time Mortgage Administrator**

**Location: Somerset – Cheddar/Weston-Super-Mare**

### **Permanent Full Time Position**

An exciting opportunity has arisen for a highly organised, detailed and service orientated individual, to join the friendly and expanding team at Tom French & Associates as a Mortgage Administrator. Tom French & Associates has been offering financial advice to families across the south of England since 1997 and is proud of the mortgage service they provide to all mortgage clients. We are seeking driven and professional individuals who are looking to work in a busy environment with our team of Independent Mortgage Advisers, providing administrative assistance throughout the process. You will be expected to be an expert or specialist in the functions you are accountable for. This role can offer you an attractive salary (circa £18k depending on experience) plus company benefits.

As a Mortgage Administrator your responsibilities will include (but are not limited to):

- To work in partnership with Independent Mortgage Advisers to ensure a seamless service to our clients is provided
- To manage mortgage applications and protection business from submission to completion through effective communication with our clients, lenders and insurers
- Liaising with other industry professionals outside Tom French & Associates in the home-buying process to ensure a successful business conclusion
- To ensure regulatory and company compliance levels are maintained through use of our back office systems
- Mortgage processing system to be kept up to date through tracking and monitoring of each processing stage
- Electronic filing of client correspondence and all other relevant documentation should be carried out at the time of processing
- Completing post application checks
- Diary management, task management and event scheduling
- Management of case files
- Administrative and data entry tasks using the in-house system

### **Key skills**

- Mortgage experience is essential

- Good general knowledge of life and mortgage related products and legislation
- Good working knowledge of Microsoft Office and associated software
- Previous experience of Intelligent Office an advantage but not essential as training will be given
- You will have excellent communication skills, both on the telephone and face-to-face
- You will also need to be highly efficient with the ability to work on a large number of tasks whilst maintaining high levels of accuracy.
- Ability to work independently/remotely