

# JOB DESCRIPTION

## MORTGAGE BROKER/CONSULTANT

### Is it you?

You will have a good head for figures, an analytical brain and excellent interpersonal skills.

You will also be able to demonstrate an ability to follow processes through. In addition, you'll display outstanding customer service as well as being highly motivated, professional and a real 'people person'.

If you're a tenacious and driven individual with a proven track record in financial services, you could be just what we're looking for...

### Is it us?

[Describe type of mortgage brokerage you are, date established, type of business model, any awards won etc]

We're a growing and progressive mortgage brokerage based in [ ], [ ] people and counting etc.

### Role

You'll be responsible for helping people find and apply for the right mortgage for them, according to their situation and finances. You'll be dealing with estate agents, valuers and mortgage lenders, keeping up to date with the current market and legislation and working closely with your customers. You'll have a 'can do' approach as well as excellent interpersonal skills.

### You will be responsible for:

- Helping people find the right loan for them
- Taking them through the home buying or refinancing process
- Managing paperwork
- Dealing and negotiating with lenders and underwriters
- Meeting with customers, listening to their needs

### Skills, competencies and experience

#### Essential

- Good with figures
- Analytical and enquiring mind
- Attention to detail
- Knowledge of common mortgage products, programs and procedures
- Understanding of mortgage underwriting
- Experience of Microsoft Office programs
- Exceptional people skills + good communication skills
- Good at sales to promote our services
- An industry-recognised qualification eg Chartered Insurance Institute (CII)
- Certificate in Mortgage Advice (Cert MA) or Certificate in Mortgage Advice and Practice (CeMAP)



### Desirable

- Willingness to learn, find out about new products and regulation
- Demonstrable industry experience
- Good team player
- Ability to juggle multiple jobs and work to a high standard, even when faced with a tight deadline
- Possess a high level of client focus and understanding of client needs
- Experience of social media, blogging

**Hours - [Full time/part time]**

**Salary - based on experience up to xyz**

**Location -**

**Is it you?** Drop us a line at {email}