Job Title: Mortgage Administrator

Location: Manchester, UK

Salary: Competitive

Job Type: Full-time, Permanent

Our client is a well-established mortgage broker based in Manchester, UK. They are seeking a skilled Mortgage Administrator to join their team and provide administrative support to their mortgage advisors.

Responsibilities:

* Provide administrative support to the mortgage advisors, including processing mortgage applications, preparing documentation, and liaising with lenders and solicitors
* Ensure that all mortgage applications are completed accurately and efficiently
* Manage and update client records and databases
* Liaise with clients to provide updates on the progress of their applications
* Assist in the preparation of reports and presentations for senior management
* Maintain a strong understanding of the mortgage market and regulations

Requirements:

* Previous experience as a Mortgage Administrator or similar role
* Strong administrative and organizational skills
* Attention to detail and the ability to work accurately under pressure
* Excellent communication and interpersonal skills
* Proficient in Microsoft Office and other relevant software
* Knowledge of mortgage market and regulations

If you are a proactive and detail-oriented Mortgage Administrator looking for a new challenge, then we would love to hear from you. This is a fantastic opportunity to join a successful and growing mortgage broker and develop your career in the financial services sector.