



CREDIT ASSISTANT

HomeSec Business Finance is a National Private Business Lender, established in 2004.

To meet the current and future demands, we are looking for a Credit Assistant to join our team.

The Credit Assistant is a key member of the finance team reporting directly to the Credit Manager.

We offer flexibility and a relaxed working environment in a great location.

It will ideally suit someone with a strong interest in property and finance, who enjoys working with numbers.

Role & Responsibilities:

- Assess and process business loan applications in a timely manner, whilst delivering consistent and superior service levels
- Liaise with the sales team to ensure there are no outstanding requirements
- Liaise with solicitors in relation to document preparation and settlement
- Managing the loans process right through to settlement
- Undertaking searches such as credit reports, company & individual searches, and property searches
- Maintaining electronic and hard files on all applications following settlement
- Build and nurture internal and external relationships

To be successful in this role, you will have:

- Excellent written and verbal communication skills
- Strong analytic ability
- Accurate typing skills
- A positive work ethic
- Good attention to detail
- At least 6 months relevant experience including but not limited to banking, finance and/or mortgage broking
- Ability to work flexibly in a fast-paced environment
- Demonstrated experience in a similar role

Remuneration: Expectation is +\$100K per annum, courtesy of generous monthly bonuses paid over and above the Base Salary.

Hours: Monday to Friday 9am – 5pm

Location: Head office at Knoxfield Vic 3180