

## **Mortgage Administrator – job specification**

Biograph Wealth Advisors is a leading wealth management company based in Dublin. Our clients are typically high net worth individuals such as business owners, entrepreneurs, medical professionals and some of Ireland's leading sports professionals. Intentionally small, we operate at the forefront of investment theory whilst delivering a best-in class wealth management experience to our clients.

We are currently recruiting for a full-time Mortgage Administrator to join our expanding team. We are looking for ambitious individuals who are curious, collaborative and want to assist the firm in achieving great outcomes for our clients. Our aim is to empower you, to shape your own career and drive future business success in Biograph.

### **Activities:**

As a Mortgage Administrator, the role will be varied. You will be working closely with our advisor group and senior leadership team. Your responsibilities will include:

- Process mortgage applications efficiently, ensuring all required documentation is collected and fully compliant with Central Bank of Ireland regulations and individual lender criteria.
- Liaise effectively with clients, lenders & solicitors to support a seamless mortgage journey.
- Accurately input and maintain up-to-date client information across CRM systems and mortgage processing platforms.
- Proactively track and monitor application progress, providing regular updates to clients and the advisor throughout each stage of the process.
- Ongoing client relationship management.
- Assisting the company meet its regulatory requirements.
- Other duties as assigned

### **Essential Knowledge & Skills:**

- QFA qualified or part-qualified (preferable)
- Excellent writing and communication skills
- Curious and interested in learning
- Strong attention to detail
- Can work unsupervised in your role and be a team player
- You should have confidence to challenge norms and present ideas for change
- Proficient in MS Word, Excel, and Outlook
- Demonstrable experience of effectively managing direct client communications
- Ability to build trusted relationships with clients and provide excellent service

If you would like to have a confidential discussion and find out more, please reach out directly by email to [andrewmartin@biograph.ie](mailto:andrewmartin@biograph.ie)

### **Package:**

We offer a very competitive package for the right candidate. The hours are 9am to 5pm (Mon – Fri).

- Competitive salary commensurate with your experience
- Performance related bonus
- Support for further professional development
- Internal and external training
- Wellbeing days
- 22 days annual leave
- Flexible working arrangements