



The role

We are currently recruiting for a **Broker Account Executive** to join our growing Operations team. The Broker Account Executive will be part of the wider Broker Account team, reviewing mortgage applications and ensuring that they have all the required documentation and are compliant with internal and regulatory requirements. This is a hybrid role which requires a minimum of 60% of time based in the office. However, during the initial training period there will be a requirement to be in the office on a full time basis to facilitate training and learning.

Key Responsibilities:

- Review applications and ensure all required documents are complete and accurate, whilst demonstrating a positive customer outcome
- Prepare loan files for underwriting review and ensure compliance with internal policies and regulatory requirements
- Carry out Security Check calls with applicants, delivering excellent customer service
- Liaise with Brokers throughout the course of the application
- Take inbound and make outbound calls from customers and Brokers answering questions around criteria and processes or case specific questions
- Collaborate with internal teams to find solutions on applications that are outside of standard IML criteria but meet Credit risk appetite
- To adhere to departmental policies and procedures & meet all relevant QA targets
- Work with the IML BDMs to spot broker trends and training opportunities
- Work with broker partners to improve relationships and increase awareness of Interbridge's criteria and product offering

Person Specification:

The successful candidate will have strong organisational skills and be an excellent communicator. They will be a team player, who is solution focused. Ideally the successful candidate will have worked in the second charge mortgage market although first charge experience and/or holding a CeMAP qualification would be advantageous.

How to apply:

If the Interbridge approach resonates with you, and you have previous experience of working in financial services we would love to hear from you.

Please email a copy of your CV, stating salary expectations and your current notice period to people@interbridgemortgages.com

At present we are accepting direct applications and are not working with agencies.

