

Member
Service

Continuous
Improvement

Teamwork

Performance

Integrity

Team Leader - Credit Administration

- **Leadership opportunity**
- **Small team environment, Sydney CBD**
- **Banking**

Your Organisation

Established in 1959, G&C Mutual Bank has since grown to be one of Australia's strongest member-owned financial institutions. We are a member focused, values-driven organisation where member interests are not in conflict with shareholder interests. We make responsible, ethical decisions that benefit our members and the community, and reinvest our profits to provide better products and services. Experience the G&C Mutual Bank difference - It's your bank, because you own it.

Your Opportunity

We're seeking a Team Leader – Credit Administration to supervise the day-to-day operations of loans administration, from approval to settlement of all credit facilities. Leading a small team, this role will see you working closely with other departments to ensure a positive customer experience as it relates to our members' lending needs.

Key aspects of the role include:

- Supervising the teams' daily activities, including through regular coaching, to ensure the department is working effectively and in a compliant manner.
- Managing settlements, discharges and post-settlement variations including rate changes and contract terms.
- Oversee the teams' activities to ensure loan documentation, PPSR and all record keeping is current and compliant.
- Consistently demonstrating a continuous improvement mindset, and working with relevant stakeholders on projects related to the department.

Your Profile

In this leadership role, you will need to demonstrate subject matter expertise in loans administration to be able to lead the team effectively and to work on enhancing processes in the department. You will have a sound knowledge of FHOG lending, and previous experience with PEXA. Being well-organised and able to shift priorities adeptly coupled with a service-oriented mindset will set you up for success in this role. This role will see you working with stakeholders across the organisation, so solid interpersonal and communication skills are a must. Previous experience with Ultradata is preferred along with an understanding of the broader lending process. Intermediate Microsoft Office skills are essential.

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Your Benefits

We value our employees by providing:

- Discretionary bonus based on organisational performance
- Discounts on financial and lifestyle products (some with qualifying period)
- Option to cash out annual leave
- A paid volunteering day each year
- Incentives for independent study
- Opportunities for ongoing learning and career development
- Access to Employee Assistance Program

We've built a team that values service, teamwork and integrity, to go above and beyond for our members. We have a focus on performance and continuous improvement and work collaboratively to get it right. As a member of the Diversity Council of Australia, we recognise the benefits that diversity brings to our organisation. We strive toward a collaborative culture which capitalises on the diverse skills, backgrounds and experiences of our employees.

To express your interest in this position, please apply to careers@gcmutual.bank

Find out more about us at www.gcmutual.bank

Go to the [Work with us](#) page to view our Privacy Policy.

You must be a permanent resident or Australian citizen to be considered for this position. Only shortlisted candidates who meet the above criteria will be contacted.