

Member
Service

Continuous
Improvement

Teamwork

Performance

Integrity

Mortgage Processing Officer

- **Banking sector**
- **Busy, customer-oriented environment**
- **Previous experience essential**

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 an experienced mortgage processing candidate to join our small team of loans administrators.

Key aspects of the role include:

- Producing loan documentation for a variety of mortgage types, and within established service levels
- Managing mortgage settlements and other transactions through PEXA
- Ordering property valuations, conducting title searches, and coordinating settlements with third parties
- Responding to customer enquiries and other general administration

You'll be working from our Sydney CBD office with easy access to transport routes and other amenities.

Your Profile

The critical skills you'll need are:

- Strong attention to detail
- A customer-focussed attitude towards internal and external customers
- Excellent time management and prioritisation
- Adaptability
- Proficiency using standard Microsoft applications (minimum – intermediate level)
- Solid communication and interpersonal skills

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



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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.