

Role specification.

Role Title: Assistant Relationship Director

Region(s)	Head Office (Manchester Green)
Reports to	Director of Relationship Support
Contact	Sundus.osman@assetzcapital.co.uk
Salary	Dependent upon experience plus benefits

Role Purpose

As an Assistant Relationship Director in our Property team you will join a professional, motivated and committed team in supporting our UK-wide network of Relationship Directors in the efficient completion of property loan drawdowns.

Instrumental in the property loan drawdown process, you will act as the key point of contact to all professional parties involved in the process including, brokers, valuers, solicitors, borrowers etc. You will at the same time be responsible for keeping all internal parties, including Relationship Directors, fully apprised of progress for each loan.

Responsibilities

- Instruct and regularly liaise with valuers, solicitors and other professionals.
- Liaise with brokers and borrowers and keep them fully updated on progress during the property loan drawdown.
- Raise any areas of concern in a timely manner to allow remedial action to be taken.
- Input accurate and up to date information on to the Customer Relationship Management system.
- Assist Relationship Director's in putting information together ready for completion of credit report.
- Following submission of each credit report, liaise and work closely with the Credit Team.
- Act as a conduit between the Relationship Director and other departments within the Company.
- Field calls when the Relationship Director's are unavailable.
- Prepare drawdown and completion statements and liaise with Finance prior to deal drawdown on development / renewable deals.
- Ensure the security documents related to each loan drawdown are signed and filed post completion.
- Compose all post sale paperwork and send post completion welcome emails.
- Proactively chase outstanding deals with broker / borrower.
- Undertake adhoc project work and initiatives as directed
- Adhere to all Company policies and procedures.
- Be a role model by doing things wholeheartedly, communicating with passion and enthusiasm.

Skills and knowledge

- Knowledge of the property loan drawdown process
- Outstanding interpersonal and communication skills
- Relationship building acumen
- Well organised with the ability to multi-task
- Flexible with a can-do attitude
- Ability to work to tight deadlines
- Excellent written skills with a keen eye for detail
- Industry knowledge
- Proactive and highly self-motivated
- Proven track record of taking ownership and effectively managing projects
- Computer literate
- Experience of working within a FCA (or similar) regulated environment
- Confident information gatherer

Benefits

- 25 days holiday, rising to 27, plus statutory bank/public holidays
- Birthday Leave
- Flexible Working Hours
- Pension Scheme
- Healthcare benefits
- Life cover
- A relaxed and committed, environment supported by an enthusiastic team

Main Office

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