

Premiere Mortgage Centre

Premiere Mortgage Centre in Stratford is hiring a full time **Administrative Assistant** to join our growing team.

We are looking for an individual to be the first point of contact in our Stratford PE office. They should be organized, motivated and comfortable interacting with our clients by phone and email. They will be reaching out to our client base to organize appointment times, collect documents and update on application status. They will be following up with 'check ins' to ensure our clients are receiving an excellent customer experience before and after their mortgage has funded.

Premiere Mortgage Centre is one of the biggest mortgage brokerages in Canada and is headquartered in Halifax, Nova Scotia. Our office has been in operation in Stratford PEI since 2018 and is run as a family business, establishing the Premiere brand to the island. As we look to expand the business, our ideal applicant is someone motivated to help us achieve our goals and reap the rewards of our collective success.

Job Details

- Organizing and filing documents with accuracy and detail
- Emailing and phoning existing clients to set up appointments and conduct follow up during the application process
- Touch base with existing clients to maintain business relationships
- Gathering required documents and ensuring they meet outlined standards for compliance
- Act as a point of contact (email and phone) for our clients, realtors and other business partners by maintaining a presence in our Stratford office during business hours

Skills

- Computer skills (Email, Google Docs, Excel, Word etc.)
- Phone (voicemail, phone etiquette etc.)
- Attention to detail (strict requirements due to mortgage industry regulations)
- Organized (we work on strict timelines and manage many clients at once)
- Professional attitude (first point of contact in our office and answering our office phone)

- Excellent customer service skills (our business is based on our relationships)

Job Environment

- Professional office environment
- Regular business hours, full time (Monday to Friday, 9-5)

Experience

- Customer Service oriented job experience
- Computer, phone and document filing
- Any financial industry background is an asset

To apply for this opportunity, please send an updated cover letter and résumé to Jordan.milley@premiermortgage.ca