

Capitalflow is on the lookout

FOR A NEW

Business Support Executive

Asset Finance

to join our growing team



People working together to make a difference is what Capitalflow is all about – we work hard to support each other and to support our customers through thick and thin

This is what makes us a business lender like no other
Put simply, we are all about people, building relationships, and going the distance together.

**Do you want to join us on our quest to
transform business lending by putting people
first in everything we do?**

Continuing our exciting growth journey, We have an exciting opportunity to join our Asset Finance Lending Team, supporting the team in the processing and completions of new and current business proposals for your dedicated geographical area and Lending Directors. To support the day-to-day requirements of the Lending Director. To gain a broad knowledge of the lending process and procedures and being mentored by our experienced Lending Directors. This role is a potential pathway for individuals to develop into a Lending role.

WHAT YOU'LL BE DOING ...

This role will grow the candidates understanding of our customer's business demands and challenges, and how they can bring value through their understanding of Capitalflow's services and products.

This role will develop deep expertise in the processing of lending applications and an indepth understanding of the credit approval process by working with the wider Asset Finance team and directly with our customers, dealers, and brokers to drive fast and efficient turnaround times.

This role will act as the first point of contact for the Lending Director and support them in their daily tasks in return for a mentorship in the day-to-day role of a Lending Director. This will assist and broaden your knowledge within Capitalflow and assist with your development and progression into an Internal Lending Role.

This role will sit as part of the AF Sales Support Team and report to the AF Senior Lending Operations Manager who will have regular check ins and meetings with both the successful candidate and the Lending Directors to avail of feedback and progression updates.

SOUNDS LIKE A FIT? EMAIL US AT MKIRWAN@CAPITALFLOW.IE

RESPONSIBILITIES INCLUDE ...

- You will be processing new business proposals coming in directly from the Lending Director, Brokers & Dealers, and directly from our business customers (both New & Existing), to include proposal creation and management of steps through to timely pay out.
- Managing incoming customer, broker and dealer queries, bringing value through listening and understanding the needs of our customers, brokers and dealers.
- Assisting the Lending Director with onboarding of new dealers and brokers and foster relationships with same.
- Providing regular updates to the Lending Director, discuss the progression of applications, roadblocks and suggest potential solutions to any issues. To regularly update the Lending Directors of any changes or missing information required for their deals and communicate the credit decisions made where required.
- Being proactive in assisting the Lending Director to complete outstanding issues and act as a point of contact for our customers, brokers, and dealers on their behalf.
- Assist the Lending Director in preparing and completing credit reports for submission to underwriting.
- Take ownership of applications in line with SLA /KPI'S
- Other ad hoc tasks when required.

SOUNDS LIKE A FIT? EMAIL US AT MKIRWAN@CAPITALFLOW.IE

KEY COMPETENCIES...

- Application Processing -CRM proposals, client onboarding
Business Development
- Broker/Dealer Onboarding
- CCR Requests & interpretation
- Documentation preparation (DocuSign)
- AML/RBO – Reviewing / Checking and proactive follow up on outstanding items
- Queue Management – Direct/ Broker / Dealer (Application and deal progress)
- Proactive follow up
- Payout pack preparation
- Strong prioritisation abilities
- Ability to work as a team and as an individual (remotely when applicable)
- Ability to use standard Microsoft Office products

QUALIFICATIONS

- Experience – Minimum 12 months experience within a similar operations or Credit Role
- Qualifications –APA qualified, working towards QFA

SOUND LIKE A FIT? EMAIL US AT MKIRWAN@CAPITALFLOW.IE