Position Description

Lending Support – Property

Avanti Finance Group is a privately owned specialist lender operating across New Zealand and Australia. We're on a growth mission to lead and inspire our industry through innovation and the development of exceptional financial services, while fostering a motivated and engaged workplace culture centred around personal growth and high performance.

Reporting to the Property Support Team Leader, the Property Lending Support Administrator is a pivotal part of our lending operations. You'll ensure property loan applications are processed seamlessly, documentation meets Avanti's high standards, and our customers receive outstanding service.

This role is ideal for someone with a strong administrative background in finance, especially lending or mortgages - who values accuracy, collaboration, and delivering exceptional outcomes.

IN THIS ROLE, YOU WILL:

Do-the-Doing

> Accurately process property loan applications, ensuring all documentation is complete and compliant.
> Maintain precision in data entry and document management.
> Collaborate with lenders, advisors, lawyers, and other stakeholders to gather and verify information.
> Deliver exceptional service to internal and external customers.
> Handle general administrative tasks, respond to inquiries, and support the wider team.

Always Ensure Integrity, Risk and Compliance.

> Apply a risk and compliance lens, ensure legal adherence, and manage all day-to-day risks through the appropriate channels.
> Operate with integrity by upholding high standards in compliance and risk management through adherence to the three lines of defence model.

Living Our Values: Relentlessly Helpful, Do What's Right, People First.

> Be a team player and follow your manager's reasonable instructions, performing additional duties as needed.
> Bring your whole self every day, to proactively promote a wellness, inclusive, health and safety conscious culture at Avanti.

THE SUCCESSFUL CANDIDATE WILL HAVE:

> 2–3 years' experience in an administrative role within finance (mortgages, lending, or banking preferred).
> Strong administrative and data entry skills with exceptional accuracy.
> Experience handling and processing financial documentation.
> Proficiency in Microsoft Office and Adobe, with the ability to learn new systems quickly.
> Excellent organisational and time management skills.
> A sharp eye for detail and a commitment to compliance.
> Professional communication skills and a customer-first mindset.
> A proactive, adaptable team player who thrives in a collaborative environment

OPERATIONAL DETAIL:

Location	Wynyard Quarter
Department	Property
Reporting to	Property Support Team Leader
Direct reports	None
Internal relationships	All members of the Avanti Group
External relationships	Direct Customers, Advisors, Other Finance Companies, Lawyers and Valuers.