

**vacancy**

**SWANSEA**  
BUILDING SOCIETY

[www.swansea-bs.co.uk](http://www.swansea-bs.co.uk)

## **Mortgage Administrator**

### **Salary competitive plus sector benefits.**

**The Society is seeking to appoint a Full Time individual to work in the Mortgage Department at our Head Office in Swansea.**

The successful candidate will be required to work Monday to Friday, 9am to 5pm and occasional Saturday mornings, 9am to 12pm, on a rota basis.

Previous experience in mortgage processing in a building society or bank environment is required along with a Level 3 qualification in Mortgage Advice and Practice (for example, CeMap).

**If you believe you have the right skills and experience, please send your CV with a covering letter explaining why you think you are suitable for the role to:**

**Mr Simon Darshan (Head of Lending)**  
**Swansea Building Society**  
11-12 Cradock Street, Swansea SA1 3EW  
E-mail: [Simon.Darshan@swansea-bs.co.uk](mailto:Simon.Darshan@swansea-bs.co.uk)

Candidates who are successful in reaching the next stage of the recruitment process will be contacted within 10 working days of the closing date.

**Closing Date : 2 February 2018**

Swansea Building Society is an equal opportunity provider