



About Backstage:

At Backstage, we provide tailored support to mortgage firms and other financial institutions across Australia. We understand that obtaining a mortgage can be both exciting and complex, so our mission is to simplify the process through expert guidance and efficient solutions. Working behind the scenes, we ensure clients enjoy a seamless experience while we manage the complexities and contain the chaos backstage — allowing mortgage professionals to focus on delivering exceptional service.

Job Responsibilities:

- **Data Entry & Systems Management:** Entering and maintaining accurate client data across leading mortgage broking platforms.
- **Compliance & File Audits:** Checking loan files for completeness and compliance, and following up on missing information or documents.
- **Post-Settlement Support:** Ensuring all client information is accurate and up to date after loan settlement.
- **Inbox & Workflow Management:** Monitoring team inboxes, distributing emails, and keeping communication flowing efficiently.
- **Lender Liaison:** Following up with banks on outstanding information, loan progress, and deal updates.
- **Loan Health Reviews:** Conducting regular loan file checks to maintain data accuracy and identify opportunities for improvement.
- **Valuation Coordination:** Ordering property valuations, tracking progress, and ensuring timely completion.
- **Pricing Requests & Escalations:** Managing and lodging pricing requests with lenders, and following up on escalations where needed.

Minimum Hiring Requirements

- Proficient use of MS outlook, Excel, Word, & Power Point
- General understanding of credit & lending
- Excellent communication and research skills
- Ability to self manage and show initiative to drive details
- Flexibility, ability to multitask, adapt to changing priorities and prioritize projects.

- **Previous experience with accounting, finance and/or Mortgage broking softwares is a plus***

Compensation & Paid Holidays:

- Weekly 2 day Holidays (Saturday & Sunday)
- Paid Australian Public Holidays
- Paid Eid Holidays - 2-3 Days (may vary)
- **Salary - Tk. 35,000 - Negotiable (based on experience)***

Working hours & Location

- **Office Hours:** 5:00am - 1:30pm (45 minutes break)
- **Location:** Niketan, Gulshan 1

If you believe you are the right fit for the position, drop your CV at atif@astusfinancial.com.au
Please do mention the designation in the subject line.

Deadline: 15th February 2026