

Kaplan Apprentice Vacancies

Vacancy 1

The applicant will be taken through their professional mortgage qualifications (full training provided) to become a fully qualified mortgage broker after 18 months. To learn and deliver the back office processing to complete mortgage and protection applications. Working with the current processing team to learn the administration behind mortgage and protection applications.

You will complete the CeMAP qualification.

Apprenticeships will include the NVQ, Technical Certificate, Functional Skills (if required) and Employment Rights and Responsibilities.

Weekly wage: £101.83 Location: W1

Vacancy 2

Exciting opportunity for a Trainee Mortgage Administrator to join a small, busy financial planning practice.

Everyday duties will include, but not limited to:

- Handling all mortgage administration (involving keying applications)
- Collating and managing all necessary documents
- Dealing with clients, solicitors and estate agents
- Carrying out necessary research

You will complete the CeMAP qualification.

Apprenticeships will include the NVQ, Technical Certificate, Functional Skills (if required) and Employment Rights and Responsibilities.

Weekly Wage £120 Location WC2

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Vacancy 3

The process of becoming a mortgage broker will start with a period of time (between 12 and 24 months) as a mortgage administrator and paraplanner before the candidate starts selling financial services products to our clients (general insurance, protection and mortgages) once they have gained their CeMap qualifications. The initial responsibilities will involve data entry, answering the phone, speaking to lenders and clients, assisting the directors and other brokers with their day to day work.

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A levels or equivalents are preferred but will also consider candidates with a good set of GCSEs

Weekly wage £119.70 Location N1

Vacancy 4

Working for Munich Re

General Duties and Tasks:

- Technical processes :
 - Setting up system records.
 - Reviewing slips, endorsements, closings, general documentation.
 - Manual processing.
- Credit Control processes:
 - Managing unclosed premiums.
 - Handling incoming & outgoing statements of account.
 - Liaise with internal and external clients.
- Controlling processes:
 - Help in the production of Excel spreadsheets for analysis of work performed by Controllers.
- General administration including ad hoc projects
- Plus any additional duties and responsibilities that may reasonably be expected to be undertaken in accordance with the role.

Key Skills and Experience

Essential

- Good keyboard skills
- Excellent attention to detail
- Have a good working knowledge of Microsoft Office

Based at Fenchurch Street, London.