

# New Business Administrator

Join our team. We're Hiring.

## New Business Administrator, New Business Department

<b>Date:</b>	March 2023
<b>Location:</b>	Bloom House, Gloucester Square, Dublin 1
<b>The Role:</b>	New Business Administrator (reporting to the New Business Manager)
<b>Job Function Keywords:</b>	Building and maintaining customer relationships within the new business function
<b>Employment Type:</b>	Full Time, Permanent & Pensionable
<b>Company Industry:</b>	Financial Services – Asset & Commercial Real Estate Finance
<b>Company Description:</b>	First Citizen Finance (“First Citizen”) is a leading provider of Retail Financial Services in Ireland, based in Dublin with nationwide coverage. First Citizen specialises in full life cycle loan origination and servicing to some of Ireland’s and Europe’s largest financial institutions.
<b>Job Description:</b>	As a New Business Administrator, the ideal candidate will join a fast-moving team predominantly dealing with Motor, Agri and SME asset finance lending. The New Business team is responsible for the asset life cycle from application stage through to fulfilment. The role will provide access and exposure to all departments and levels of this growing organisation. The ideal candidate must be a team player with a positive attitude and a willingness to learn and develop their knowledge.
<b>Job Skills &amp; Requirements:</b>	<p>The ideal candidate will possess the following skills and knowledge –</p> <ul style="list-style-type: none"><li>• Relevant experience gained in Finance / Office Administration would be an advantage</li><li>• Hold a 3<sup>rd</sup> level qualification in related business discipline (ideally FETAC Level 6 or above)</li><li>• Well organised, with excellent attention to detail and numeracy skills</li><li>• Excellent communication and interpersonal skills</li><li>• Proficient in using standard information systems, particularly MS Office, and have ability to readily adapt to new systems</li><li>• Accurate, high speed data entry skills</li><li>• Ability to work independently as well as part of a team</li><li>• Strong organisational skills and multi-tasking abilities</li><li>• Strong customer service ethic</li></ul>

A competitive remuneration and benefits package will be offered to the successful candidate. Please contact Ms. Naomi Cooney, Human Resource Manager, First Citizen Finance, Gloucester Square, Dublin 1.

**Email:** [naomi.cooney@firstcitizen.ie](mailto:naomi.cooney@firstcitizen.ie)

**Closing Date for Applications:** Friday, 21<sup>st</sup> April 2023

Any applicant applying for this position must familiarise themselves with our data protection policies prior to submitting any personal data to us. Full information on our data protection policies and how we use your data can be found in our privacy policy located at [www.firstcitizen.ie/privacy-policy.php](http://www.firstcitizen.ie/privacy-policy.php)