

Intern - Settlement Officer

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Company: Freedom Careers

Location: India

Category: business-and-financial-operations

Opportunities: Allowance: 50 AUD/ Monthly This is a 6-month, full-time remote Immersion
Receive a letter of recommendation upon successful completion of the internship (subject to performance). Potentially transition into a full-time role (Subject to performance) About the Role The Intern for Settlement Officer will assist in handling various tasks related to, document processing, and client and lender communication within the Settlement department. This internship provides valuable experience in the field of finance, and Property investment, particularly in settlement procedures and operations. **Responsibilities**
Document Processing : Assist in the processing of legal and financial documents related to settlements, ensuring accuracy and compliance with regulations. **Data Entry :** Input and maintain data accurately in the settlement system, including transaction details, client information, and financial records. **Client Communication :** Communicate with clients regarding settlement status updates, document requirements, and any other inquiries, providing professional and timely assistance. **Administrative Support :** Provide general administrative support to the Settlement Officer, such as organizing files, scheduling appointments, and preparing reports. **Research:** Conduct research on settlement procedures, legal regulations, and industry trends to support decision-making and process improvement initiatives. **Team Collaboration:** Collaborate with other team members within the settlement department and across different departments to ensure smooth operations and efficient resolution of issues. **Essential requirements:** Currently pursuing a Bachelor's degree in Finance, Business Administration, or a related field. Strong attention to detail and accuracy in data entry and document processing. Excellent communication skills, both verbal and written,

with the ability to interact professionally with external and internal clients and colleagues. Familiarity with Microsoft Office Suite and Google Suite. Ability to work independently with minimal supervision and as part of a team. Must have a Strong personality, assertive, and confident. This role is requiring to work through Zoom for 8 hours with the camera on

Technical requirements Windows 10 and above operating system or MacOS 13+ 256GB Storage space - minimum 8GB RAM - minimum Dual Core CPU - minimum Camera: HD Webcam (720p) Headset: Noise canceling (preferably) Internet Speed: 50 Mbps - minimum

About The Company Freedom Property Investors is the largest and fastest-growing Property Investment Company in Australia, with main offices in Sydney and Melbourne CBD's. We are currently the 3rd fastest-growing business in Australia across all industries according to the Australian Financial Review. We are privileged to have 25+ years of combined experience between our two Founders, over 7,500 valued members and over 250 full-time staff spread across Australia and growing. We pride ourselves on being the industry leaders. It is our mission to serve our valued members, earning over 1,609 positive Google reviews and a 4.8 Star rating , this is unheard of in our industry. We are in need of people who share the same values as we do. This opportunity is open to all driven individuals who are committed to helping people and earning life-changing income. Join Australia's largest and number 1 Property investment team and contribute to our mission to help everyday Australians achieve their goals of Financial Freedom.

#LI-DNI Forge Your Empire: Unleash Your Inner Warrior with Freedom Careers Forget stale routines and soulless cubicles. At Freedom Careers, we're not just recruiters, we're architects of destinies. We ignite your inner warrior, guiding you towards groundbreaking roles that fuel your career, personal, and financial growth. Imagine: Freedom Property Investors : Build an empire of brick and mortar with, crafting your financial freedom one property at a time. Freedom Investment Lending : Becoming the architect of financial dreams, securing funding for ambitious plans and propelling growth. Australian Property Updates : Shaping the narrative of the property market and, wielding the power of information to empower savvy investors. My SMSF : Securing your future, brick by brick and super strong and taking control of your retirement with expert guidance. These are just a few of the empires you can forge with Freedom Careers. We offer a diverse landscape of opportunities across dynamic, purpose-driven companies. But we're not just about finding you a job. We're about igniting your potential. We believe in: The Warrior Focus: We don't just place you, we equip you with the skills and resources to conquer every challenge. Holistic Evolution: Career success is just the beginning. We nurture your personal

and financial wellbeing, crafting a fulfilling life beyond the office. Sisterhood of Success: We're a supportive community of like-minded individuals, pushing each other to climb new heights and build lasting legacies. Ready to unleash your inner warrior and forge your own empire? Powered by JazzHR

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