

BUSINESS INTEGRATION COMPLIANCE ADMINISTRATOR



Are you a proactive and highly organised Compliance Administrator?

SDL Property Management

Birmingham

What we do

SDL delivers national coverage across the board, in surveying, mortgage services, auctions, property management, lettings and estate agency. In all areas, our revolutionary spirit has the customer at its heart. Within Property Management we provide estate, leaseholder and commercial property management services as well as private rental and build-to-rent services and a unique franchise scheme for property management. Never afraid to do things differently, we are constantly evolving our services in response to customer needs and market opportunities, introducing improvements and innovations that are helping to shape the future of our industry.

What we care about

Revolutionising our customers' experience is what drives us each and every day at SDL. We thrive on shaking up the industry and doing what it takes to make customers' lives easier and better. Because they deserve more, and we want to be the ones to wow them.

We believe our greatest asset is our people and by empowering them to make a difference our people can become the best they can be.

Love OUR
CUSTOMERS

DARE TO BE
DIFFERENT

MAKE IT
BETTER

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Your life as Business Integration Compliance Administrator

Reporting into the Business Integration Compliance Manager you will ensure the compliant delivery of residential and mixed-use estate management administration services to internal partners. You will manage your own workload and be tasked with undertaking all necessary background and onboarding checks for new clients. Liaising extensively with internal and external stakeholders you will meticulously review client information, ensuring compliance policies and procedures are always met. In this busy and dynamic role, you will also collate confidential documents for due diligence and regulatory purposes, ensuring they are uploaded on database and recorded accurately. A key part of this position will include making sure that the Business Integration Compliance Manager is informed of any potential client risks and anomalies, so a keen analytical mind will be essential.

Who we're looking for

We want to find a diplomatic and detail-oriented self-starter who takes pride in their work and who has:

- Experience working in Property Management and working with New Build Schemes/compliance Focused Environment
- A real team player
- Can work autonomously and with a high level of discipline
- A real eye for detail and dedication to accuracy
- Sound undertaking of Microsoft Office Packages
- The self-motivation to get things done and the initiative to get things fixed
- A willingness to learn and develop their skills and knowledge
- Eligibility to work in the UK and everything it takes to successfully complete pre-employment screening
- Innovative and creative
- Acts with honesty and integrity always

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How to apply

Write an email telling us why this job's got your name on it. Attach your CV. Press send recruitment@sdlgroup.co.uk

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