



TOM POLLARD & CO. LIMITED



#JOB-2464048

EDUCATIONAL BUILDING SOCIETY, 43



Gladstone Street, Clonmel, Co. Tipperary, E91

CF90



No of positions : 1



Paid Position



37.5 hours per week



37000.00 Euro Annually



14/08/2026



11/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : ernie@tompollard.com



Open your camera
app & point here
to view this ad
online



Mortgage Advisor (Fulltime)

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

EBS Clonmel provides financial services and mortgage support to clients at all stages of the home-buying process. We focus on delivering excellent customer service in a busy, team-driven environment.

We are seeking an experienced Mortgage Advisor to manage a portfolio of clients and guide them through the full mortgage journey. You will provide expert advice, handle applications from start to finish and support the continued growth of the business.

Key Responsibilities:

Client Advice & Support:

- Advise clients on suitable mortgage options.
- Manage client relationships throughout the mortgage process.
- Prospect for new business through networking, online channels and meetings.

Mortgage Processing & Compliance:

- Manage the full mortgage process with accurate data entry.
- Maintain and update the new business pipeline.
- Ensure all documentation is complete and compliant.
- Liaise with clients and internal teams to progress applications.

Administration:

- Handle daily administration for client applications.
- Support new business and existing client reviews.
- Assist with general office duties and teller operations.

Experience & Qualifications:

- Minimum 1 years' experience in a Mortgage Advisor role.
- Strong knowledge of the full mortgage process.
- Proven client-facing experience and ability to build rapport.
- Full QFA is required.
- Excellent organisational skills and attention to detail.
- Proficient in Outlook, Word and Excel.
- Self-motivated with the ability to work independently.
- **Sector:** financial and insurance activities

Career Level

- Professional

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 8 (incl Higher Diploma & Honours Bachelor Degree)
- **Specialising In:** qualified financial advisor
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Communications, Customer Service, Financial
- **Competency Skills:** Collaboration, Teamwork, Working on own Initiative