

Job Posting: Business Development Analyst

Who we are?

OperFin is a leading, online transaction management platform for real estate, closing and mortgage. We are leading the digitalization efforts in Namibia: a one-stop shop for surveying, document hosting and processing.

OperFin's tech-enabled and operations-driven platform efficiently connects home buyers to mortgage providers across the country. Our system brings transparency, flexibility, reliability and speed to the home loan process.

Next steps

1. Send a copy of your CV and a customized cover letter for the specific position you are applying for to hr@operfin.com by November 20, 2019.
2. When applying for this position, use the following subject line in your email correspondence to our team: "[Full Name] – Business Development Analyst"
3. Only qualified candidates who follow instructions carefully and professionally will be considered.
4. On your cover letter, please describe how your job experiences and qualifications make you the best person for the job.

Job Responsibilities:

- Work closely with the Operations Manager in driving implementation of processes and structure.
- Create new products for the OperFin platform by conducting field visits and writing presentations and business plans
- Implement, analyze and iterate business processes & systems to constantly improve OperFin's products
- Engage with low income communities in creating financing products for the financing of their homes

- ⦿ Working with the tech team to gather user feedback develop a seamless experience for the users
- ⦿ Travel often around the country to inspect projects and launch new communities
- ⦿ Efficiently coordinate and monitor home mortgage projects.
- ⦿ Build, manage and train the mortgage team within the company.
- ⦿ Confidentially handle sensitive information.
- ⦿ Track performance across the mortgage projects and escalate issues identified.
- ⦿ Communicate with clients when necessary.
- ⦿ Understand opportunities for optimization and ensure adoption and compliance.

Who are you?

You are a motivated and pro-active self-starter with high attention to detail and a can-do attitude. You enjoy working in a team in a fast-paced environment.

You meet the following requirements:

- ⦿ Bachelor's Degree in Business, Finance, Economics or related field.
- ⦿ Master's Degree, preferred.
- ⦿ **3-5 years of experience in community development and/or finance.**
- ⦿ Experience in managerial position, preferred.
- ⦿ Full knowledge of All programs in MS Office / Outlook / Gmail.