

# Turkey Jobs Expertini®

## Administration Manager - Istanbul, Turkey

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Company: World Business Lenders, LLC

Location: Istanbul

Category: other-general

### About World Business Lenders (

World Business Lenders (WBL) provides general purpose short-term real estate collateralized commercial loans to a broad customer base comprised of small and medium sized businesses throughout the United States that lack access to traditional funding. WBL is a U.S.-based company with a 100% remote workforce.

This is a remote Contract/Consultant position. Generally, working hours will be 9:00am-6:00pm Eastern, Monday through Friday, although hours worked may be greater based upon operational requirements. The job requires excellent oral and written command of the English language. Resumes must be submitted in English.

### Job Description:

Our rapid growth has created an excellent career opportunity in our Process Administration Department. The Project Manager will be responsible for managing projects and initiatives aiming to improve efficiency within our Operations teams.

### Essential Functions:

Develop structured project plans start to finish.

Collaborate with department heads to identify requirements, monitor progress, oversee implementation, and manage milestones and KPIs to track project advancement.

Assign and monitor resources to ensure project efficiency and maximize deliverables.

Meet project deadlines, identify project obstacles, proactively mitigate risks and escalate

and resolve issues effectively.

Track and report progress on various initiatives.

Other projects and duties as assigned.

## **Requirements**

### **Requirements:**

3-5 years experience in project management or relevant field

Loan/mortgage industry experience preferred

100% fluency in English, with exceptional English verbal and written communication skills

Bachelor's Degree (four year college or technical school) in Business Administration, Finance, Economics or a related field preferred

Experience with Microsoft: Outlook, Excel, Word, PowerPoint required; Teams experience required

Ability to prioritize effectively and meet deadlines

Excellent attention to detail

You must have your own laptop or desktop to use (the company does not supply equipment)

## **Benefits**

Contract/Consultant position

Compensation DOE

11 US Paid Holidays

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