

KEY RETIREMENT SOLUTIONS

JOB DESCRIPTION

Job Title	KEY DIRECT ADVISER
Department	KEY DIRECT
Reports To	KEY DIRECT TEAM LEADER
Location	PRESTON
Job Purpose	
<ul style="list-style-type: none"> • To effectively promote and sell equity release to the general public over the age of 55, operating in a highly driven head office based sales environment. In order to establish and maintain effective relationships with existing and new clients, whilst keeping focus on delivery of results • To maintain and seek ways to improve the quality of service provided by the company in order to deliver the company's business plan, whilst at the same time increasing business efficiency, maintaining operational costs and enhancing the company's reputation within the market place • To ensure that all regulatory obligations are met and adhered to and any legislative changes are communicated to clients in a format which is understandable and readily implemented 	
Principal Accountabilities	
<ul style="list-style-type: none"> • Provide quality advice to clients in order to identify and agree their needs and identify appropriate Equity Release and Financial Services including Wills and Power of Attorneys • Follow all appointments provided, meeting company sales standards and practice, and maximise opportunities to turn interested enquiries into sales • Maintain standards of business activity and issued business to meet agreed targets • Co-ordinate sales activity with company servicing staff, providing complete and accurate information, to ensure best customer service through effective and efficient processing of products sold • Adhere to the regulatory standards and maintain knowledge and practice to meet company T&C requirements and authorised sales status • Pursue all contacts with members of the public and promote KRS in such a way as to project and sustain a favourable image of self and Key Retirement Solutions, its business and product proposition 	

Person Specification	
Experience	<ul style="list-style-type: none"> • Professional background accustomed to high standards of personal discipline and behaviour
	<ul style="list-style-type: none"> • Background and training in a sales environment based on integrity and customer services • Technical familiarity with computers • Minimum CeMAP1 qualified • Proven experience gained in a similar pressurised role working to targets and deadlines.
Personal Qualities / Competence	<ul style="list-style-type: none"> • Actively enjoy talking to clients and have patience to explain criteria to clients • Drive and determination to meet targets and succeed. Competitiveness an advantage • Enjoy selling and be motivated by achieving results • Ability to juggle several tasks at once • Flexibility on working hours to enable achievement of goals • Good computer skills required • Excellent communication skills • Additional skills will include being a self-starter, able to motivate and drive yourself to achieve targets, able to assimilate and interpret information, analytical skills, and excellent organisation skills with the ability to prioritise
Company Benefits	
<ul style="list-style-type: none"> • Competitive Salary – up to £17K (OTE: £25 - £35K) • Bonus Scheme • Stakeholder Pension Scheme • Career Opportunities • 20 days holidays pa, increasing to a maximum of 27 days on length of service • Free car parking • Modern office facilities • Life Assurance • On site restaurant 	

- Subsidised gym membership
- Childcare vouchers scheme