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**Job Description- Sales Executive**

***Summary***

***Location:*** *Chester*

***Remuneration****: Basic salary+ car allowance/car insurance/other benefits + competitive commission*

***Setting:***

*Based in our Chester Office.* Christie Finance Unsecured sits as a separate operational department within Christie Finance. Christie Finance is a long-term business with long-term goals –not just for our clients but also for our employees. We invest heavily in training for our staff,and all members of our team maintain their skills through a programme of Continuing Professional Development. We are a vibrant, progressive business and we’re on a mission to make commercial finance simple and straightforward for our clients.

***Purpose of Job***

To assist both existing and new clients in obtaining finance in the format of unsecured loans and asset finance in a timely and professional manner. Treating our customers fairly at all times.

***Main Duties***

* To maintain up to date market knowledge to enable the identification of appropriate solutions for customers
* To source and present facilities to clients
* To maintain successful working relationships with our funder panel, assist and with its development as required
* To generate business from the Christie & Co database of registered business purchasers and existing operators
* To create close working relationships with Christie & Co colleagues to maximise referral opportunities and reciprocal business
* To maintain ongoing contact with prospective clients (both internal and external) to ensure Christie Finance is foremost in their minds for any business finance opportunity
* To plan, manage and execute several ongoing assignments at any one time whilst ensuring that tight deadlines are met
* To operate in line with FCA Guidelines
* To maintain professional expertise through course attendance, reading of financial journals, and further training in line with but not limited to CF CPD requirements
* To understand what Treating Customers Fairly means in regard to Christie Finance and embed this fully within the work.
* An understanding of SME business and their typical finance requirements

General Responsibilities

* To present and promote Christie Finance as a professional organisation with the highest standards of excellence and client care
* To contribute to the development of Christie Finance’s corporate image and perception as a whole by demonstrating quality, consistency and reliability
* To comply with company policies regarding equal opportunities, Health and safety, Data protection and Environmental impact.
* To fulfil any other duties as may be reasonably expected.

***Person Specification***

* Able to develop strong reciprocal working relationships
* Sales and service orientation
* Detail conscious
* Self-motivated
* Driven and energetic
* Determined and resilient
* Honest and trustworthy
* Critical thinking and problem solving
* Organised and planned
* Calm considered approach when handling diverse demands
* A team player
* Interpersonal skills
* Communication skills -listens carefully and gives feedback
* Confident negotiator and ability to ‘close the deal’

***Experience & Qualifications***

* Proven success in previous sales roles -creating new business opportunities from both external and internal relationships
* Experience /knowledge of unsecured lending and asset finance
* Excellent English writing and presentation skills
* Computer literacy -MS Word, Excel and PowerPoint
* Industry Awareness -regulations (TCF, money laundering, FCA etc.)