

JOB DESCRIPTION

JOB TITLE	Sales Support Administrator							
LOCATION	Guildford							
DEPARTMENT	Private Clients							
REPORTS TO	Sales & Development Manager							
REQUIRED START	ASAP							
REASON FOR VACANCY	Backfill	X	New Post		Mat. Cover		Temp Secondment	
STATUS	Fulltime		Part-Time	X	Fixed Term		Temp Agency	
WORK PATTERN	Monday – Friday 10:00 – 15:00							
OVERALL OBJECTIVES OF THE ROLE								
To provide efficient administration assistance for Retail Sales Function in connection with new business								
MAIN DUTIES & RESPONSIBILITIES OF THE ROLE								
<ul style="list-style-type: none"> ▪ To be responsible for inputting of all new prospects and new business cases on to the Sirius system in an accurate and timely manner ▪ To provide new business support to the Retail sales team ▪ To accurately input data on to the SJP Master spreadsheet ▪ To comply with relevant regulatory requirements and the company's procedures ▪ To maintain good working relationships with clients, colleagues and suppliers ▪ To undergo training in line with agreed objectives ▪ To maintain and develop your personal knowledge and skills through Continuing Professional Development (CPD) ▪ Immediately to advise your Manager of any problems which may fall outside your authority, level of experience or which in any way detract from your ability to achieve your work objectives ▪ To undertake additional duties, or assist other members of staff, as may be reasonably requested by your Manager or the Directors ▪ The ability to apply knowledge and understanding to the Job ▪ The ability to communicate effectively, both verbally and in writing ▪ The ability to prioritise and organise own work load ▪ The ability to work as a member of a team 								
MAIN KNOWLEDGE / UNDERSTANDING REQUIRED FOR THE ROLE								
At basic level – Household and motor insurance; The company's procedures and rules and, to the extent that it relates to the job, FCA regulation and compliance.								



IT KNOWLEDGE & LEVEL REQUIRED FOR THE ROLE			
APPLICATION	BEGINNER	INTERMEDIATE	ADVANCED
WORD		X	
EXCEL		X	
OUTLOOK		X	
SIRIUS	X		
ESSENTIAL / DESIRABLE SKILLS AND QUALIFICATIONS			
SKILL / QUALIFICATION	ESSENTIAL	DESIRABLE	
The ability to apply knowledge and understanding to the Job			
The ability to work as a member of a team			
The ability to communicate effectively, both verbally and in writing			
The ability to prioritise and organise own work load			
EQUAL OPPORTUNITIES			
Stackhouse Poland are an equal opportunities employer and do not permit discrimination on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.			