

Job Description

We are looking for staff in multiple roles across the business from Sales to Claims Administration

Ashley Howard handles a variety of different financial mis-selling claim types which include but is not limited to :-

- Mis-sold Payday Loans
- Mis-sold Pensions
- Mis-sold Mortgages
- Mis-sold PPI

Experience is great but not always essential

If you are a highly motivated individual, who can adapt to new challenges and are interested in a role with us why not contact us today.

SHIFT PATTERNS

The hours vary dependent on teams and responsibilities .Current patterns are

09.00 -17.30 and 09.30 - 18.00 Monday to Thursday

(All roles 09.00 -17.00 Friday)

We will also consider part time patterns for the right candidate

A BRIEF OUTLINE OF WHAT THE JOB WILL INVOLVE

- Inputting client's information
- Promoting our services
- Liaising with Banks, Lenders and Financial Organisations.
- Advising clients on our products and services
- Creating accurate documentation for our clients and lenders
- General administration duties
- Adhering to all regulatory obligations

WHAT WE'RE LOOKING FOR

- Excellent communication skills
- Confident on the phone
- Ability to work under their own initiative as well as being a team player
- Good organisational skills
- High attention to detail
- Competent in the use of computers & Microsoft Office programs.

WHY WORK WITH US?

- Working in a busy but relaxed, fun and friendly modern office
- Wilmslow Town Centre location close to transport links. (Next to Wilmslow Train Station)

- Dress down Friday
- Monthly free team lunches.
- Social events throughout the year
- PAID BIRTHDAY HOLIDAY
- Extra day holiday for each year of service (Maximum 33 including public holidays)
- Apprenticeship schemes available
- Refer a friend scheme
- Incentive scheme
- Free eye tests
- Free tea/coffee
- Pension contribution scheme
- Job Type: Full-time / **Part -time**
- Salary: £15,000.00 to £18,000.00 /year