

## **Countrywide Tax & Trust Corporation Ltd**

### **New Entrants Co-ordinator**

£17,000 - £18,000 Depending on Experience

We are an established provider of legal services, probate, professional executor and trustee services. Owing to our innovative and forward-looking way of working the business continues to grow exponentially.

About the Administrator role:

As the first point of contact for Advisors looking to join a leading Estate Planning Company, they require a motivated and enthusiastic individual with excellent communication skills to join their small but busy team.

Duties include:

- You will be dealing with all enquiries, outbound communications and administrative functions for new entrants, systems and software teams.
- Scheduling and arranging courses and webinars on a monthly basis including attendance at training events at a local hotel
- Providing technical support for monthly webinars
- Support the Directors PA including cover when on annual leave - diary management
- Interacting with the Marketing Department to promote & sell company events and the various Software we offer

About you:

You will have outstanding customer service skills as you will be dealing with customers either by telephone or face to face, with the ability to work independently and a positive can-do attitude towards problem solving

Skills required:

- Excellent communication skills both written and verbal
- Ability to multitask and good attention to detail
- Strong administration and organisational skills
- Computer literate (Excel, Work and Outlook)
- Team player
- Flexible and willingness to learn

A career with us provides you with the opportunity to develop existing skills and to learn new ones. As a company they are ever evolving which means more career opportunities for our employees.