

Job Description

Job Title: Implementation Consultant
Direct Report: Operations Manager

Job Purpose

The core function is to assist in the effective acquisition and retention of clients, and this role provides an excellent foundation and stepping stone to move into a consulting role.

Personal Profile

- U Committed, driven, enthusiastic, accurate and results-oriented
- U Able to work on your own as well as in a team environment
- U Exceptional organisational skills
- U Ability to communicate effectively in writing, face to face and by telephone
- U Able to thrive and enjoy working in a flexible high-pressure environment
- U Keen to learn as much as possible about The Corinthian Group, the sales roles, employee benefits in general and what we do for our clients
- U Willing to get involved, with a proactive, 'can do' attitude

Key Responsibilities

- U Requesting and obtaining accurate new business quotations from providers
- U Producing 'Pension & Benefit Proposal' reports accurately within set deadlines
- U Producing of presentations and employee booklets
- U Effective management and implementation of own clients and projects
- U Effectively building and developing relationships with our clients to ensure a long and successful partnership with the Corinthian Group
- U Regular input into all the current processes – this is not an “it’s always been done that way” environment
- U Assisting in the administration of client’s risk benefit plans – e.g. Group Life, Critical Illness, Healthcare.
- U Assisting with answering all corporate client calls
- U Dealing with ad hoc member queries on the client member helpdesk

CORINTHIAN

Making Pensions and Benefits Simple

Typical Week

- U Dealing with client and member enquiries via email, phone, and mail
- U Assisting consultants in production of reports and presentations
- U Implementing new pension and group risk arrangements
- U Managing your on-going personal development within an agreed plan
- U Ongoing administration of Auto Enrolment assessment files

Qualifications and Experience

- U At least 3 years' experience within financial services
- U Some financial qualifications ideal
- U Auto Enrolment knowledge and experience preferable
- U Expected to study towards a Level 4 financial planning qualification (financial assistance will be provided for each exam)

Competencies

- U Strong communication skills (negotiation, relationship building and networking) both verbal and written with a positive and confident telephone and face to face manner
- U Personal initiative and commitment with strong commercial awareness
- U Time management skills and workload prioritisation
- U Numerate, computer literate and good knowledge of Microsoft Office:
 - Advanced Microsoft Excel
 - Microsoft Word – intermediate, including report writing and templates
 - PowerPoint

Remuneration

- Basic Salary: £25,000
- Benefits: 28 days' holiday (including 3 days at Christmas)
Life cover
Pension * after 3 months
Private Medical Insurance * after 3 months
Onsite free parking
Town Centre offices
Regular inhouse training
Flexible hours