



**Job Title:** Sales Advisor

**Date of Description:** January 2006

**General Statement of Overall Responsibility:**

To process all mortgage enquiries, recommending suitable products and ensuring compliance to FSA standards. The majority of sales will be made by telephone although you may be required to make home visits.

**Responsible to:** Mr Andrew Goodfellow

**Duties include**

- Dealing with direct mortgage enquiries from the public and referrals from a broad range of introducers.
- Advising and selling suitable mortgage products.
- Correspondence with clients for relevant information during application process.
- Completion of mortgage application forms via the telephone.
- Selling suitable assurance products as required
- Ensuring compliance at all times.
- General office and administration duties.
- In addition to the duties and responsibilities listed, the jobholder is required to perform other duties assigned by the team from time to time

**Qualifications:** CeMAP qualified