



## Case Manager/Sales Support Coordinator

Location: Birmingham City Centre  
Office Based

Salary: TBC - dependant on experience

Finance 4 Business are seeking a Case Manager/Sales Support Coordinator to join a driven, award winning and close-knit team, that is targeted on providing specialist finance solutions to both direct clients and finance professionals.

Finance 4 Business are already widely recognised as one of the UK's leading specialist finance brokerage. To achieve our goals, we want somebody who is highly organised, highly motivated with excellent communication skills and thrives under pressure.

### Main Duties & Responsibilities

- Log new enquiries into the system
- Preparing and sending out documents to clients' such as heads of terms etc
- Logging and scanning documents
- Chasing clients for outstanding information
- Liaising with lenders and solicitors by telephone to progress loan applications towards completion
- Working closely with Senior Advisers, Compliance Manager and Director, Finance & Risk
- Building and maintaining case files
- Provide support to the relevant departments when necessary
- Excel in a high-pressure environment where there are numerous deadlines to manage
- Ensure work undertaken is compliant and meets Data Protection regulations

### Personal Requirements

- Experience of working in the finance industry would be beneficial
- Organisation skills are key for this role
- Excellent understanding of all Microsoft Office Programmes
- Experience of working within a professional office environment
- Ability to work within a team as well as on your own
- To prioritise work to manage deadlines
- Attention to detail

### Who are Finance 4 Business:

Finance 4 Business have been trading for over 10 years and are currently expanding. Our aim is to become the go to partner for both introducing brokers and clients direct, offering unrivalled service with the best customer outcomes.

- We are proud to be different. We think outside of the box and explore every opportunity. We seek new ideas and different ways of thinking.
- We believe in transparency and communicate openly and honestly, at all levels both internally and externally. It is essential our introducing partners have trust in what we do and say.
- We organise for speed and efficiency whilst never wavering from our service standards, always striving to improve.
- We have an excellent management team that coach not preach, we develop our teams and allow people to grow ensuring people have a career, not just a job.