

New Business Support

STAR Asset Finance Group is on a mission to change asset finance for good, by offering industry leading service, support and engagement to our customers, employees and peers, and we have an exciting opportunity for a Sales Executive to join our Kennet Equipment Leasing business. STAR Asset Finance is a financial services Group currently made up of four established asset finance companies across the UK. Under the stewardship of our CEO, STAR have exciting plans for rapid expansion, which will see an increase of market share in existing regions, and significant growth in the vendor sales aid finance space. STAR Asset Finance promotes equality of opportunity and is committed to ensure that no individual is discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

REPORTING TO

New Business Support Manager

JOB PURPOSE

The New Business Support team provide administration support to the sales teams. This is a crucial part of the sales process that requires good attention to detail, teamwork and great communication skills. This role also offers a unique opportunity for career growth, with the potential to quickly transition into a Senior Sales Support role or into Sales. While no prior asset finance experience is required, we are looking for individuals who are highly energised and self-motivated to succeed in a sales-oriented environment.

JOB RESPONSIBILITIES

- Answering reception calls and filtering them to the correct contacts
- Providing copies of agreements etc. to customers up on request
- Carrying out Credit and AML searches
- Proposing deals to funders for credit review
- Chasing funders for decisions and updating the system accordingly
- Responsible for dealing with incoming documents; accurately checking all details
- When required raise credit notes or re-invoice
- Responsible for raising customer documentation and ensuring all relevant documents are returned correctly
- Once documents have been received and conditions agreed, liaise with supplier to arrange delivery date
- Check all final documentation for invoicing, package the deal and invoice
- Responsible for keeping the Sales Team, dealers, funders and customers fully updated throughout the journey of an application
- Call/email suppliers to chase up any invoices and obtaining delivery dates and update the system accordingly
- When required, run reports for Sales Support Manager and Sales Team ensuring all the data is accurate
- Use system reports to manage team workflow
- Contact customers to ensure an agreement can be activated
- Contact suppliers for payment invoices and to obtain delivery dates
- Provide additional information to bank/lenders as required
- Handle customer details in line with GDPR
- Any other duties that are required

COMPLIANCE, TRAINING & DEVELOPMENT REQUIREMENTS

- Keep up to date with compliance regulation updates including any changes within your role
- Attend and/or complete any mandatory training courses stipulated by the Company
- Lead by example and embed the conduct rules in every aspect of your work
- Identify and approve relevant training opportunities

- **EXPERIENCE**

- Excellent telephone communication skills
- A positive attitude and able to work on own initiative
- Excellent planning & organisation skills
- Passionate and a good team player
- Continuing Professional Development

APPLYING

Send your up-to-date CV to careers@starassetfinance.com