

Job Title: Sales Support (SS)
Department: Sales & Marketing

TIME Investments – Who we are

TIME currently manages over £500 million of assets for our 7,000 plus investors. We work in partnership with financial advisers, wealth managers and family offices to create and deliver innovative investment solutions for their clients. Throughout our investment solutions we focus on providing consistent, stable returns delivered through a defensive and transparent investment strategy.

TIME is built on and shaped by its values, which are at the heart of our business:

- **Talent:** Going above and beyond to deliver positive results
- **Intelligence:** Effecting positive change through innovation
- **Maturity:** Making our client feel valued
- **Excellence:** Challenging the ordinary and creating impact

The role

Primary job functions:

- CRM system (Satuit) – update and manage, share best practice, highlight and correct errors
- Responsible for ensuring the sales phone line is covered and dealing with incoming calls
- Management of literature requests
- Monitoring of group email inbox for events and questions
- Create notes, reports and follow up actions for sales meetings
- Sourcing and ordering merchandise
- Produce monthly activity and pipeline reports for senior team
- Sales Team meeting – collate and distribute agenda and content for monthly sales meeting. Write up post-meeting minutes and distribute to attendees
- Seminars/workshops – assist with planning, setup, invites and follow up
- Ad hoc external events preparation and reports
- Monitor stock levels for literature and branded materials
- Assist with travel bookings for sales team

Secondary job functions:

- Attend and support adviser and industry conferences and other events
- Generate reports for internal use
- Assist with ad hoc admin duties in the office
- Information sharing to ensure the team works effectively and efficiently

Who we are looking for

We are looking for a candidate with an exceptional approach to this role, who understands that the needs of clients (both internal and external) are at the heart of everything we do and key to the success of our business. Within the Sales Team, a can-do attitude and a supportive approach to team members are essential attributes. A wealth of financial services experience is not a prerequisite in applying for the role but a desire to develop skills and knowledge within a demanding work environment is critical.

The candidate will display diligence by bringing a high level of care and attention to even the most basic task and will demonstrate their intelligence through an ability to pick up new things quickly. The candidate will be engaged in the business and will show this through building relationships, seeking to self-improve and taking an interest in the future direction of TIME.

Candidates who want to benefit from the broad range of knowledge and exposure they can expect from a smaller, dynamic Investment Manager should apply for this role.

What we can offer

Culture

Successful candidates will reap the benefits of working for a business where their voice is heard and their contribution is truly valued. TIME Investments has an open and supportive approach towards its employees and the SalesTeam embraces this wholeheartedly.

Training and development

The successful candidate will be offered training and development within the team and will receive product and organisational overviews from across the business as part of our in-house onboarding process which is offered to all new employees – whatever their role.

Recognition of performance

The candidate will benefit from working on a team where merit truly counts and where outperformance is rewarded with greater responsibility and greater exposure, regardless of length of service. TIME also has a company-wide recognition service which is tied strongly to our values.

Contributing to Change

Within the Sales Team we are constantly striving to find improvements to our operational procedures and the successful candidate will be provided with the necessary support, training and encouragement to be part of this process. The candidate will also have the opportunity to contribute to providing industry leading customer service to all of our stakeholders.

This job description is not intended to be all-inclusive. Employees may be required to perform other related duties to meet the ongoing needs of the organisation.