

CMCC Financial Solutions are recruiting

CMCC Financial Solutions are financial brokers based in Sandyford, Dublin 18. The company was established back in 2006. We provide financial solutions including Family Protection, Business Protection, Retirement Planning, Pensions, Investments and Mortgages. We adapt to our clients ever-changing financial circumstances and in doing so develop lasting financial relationships. Our aim is not only to provide value but more importantly add value. Our focus will always be on our clients as they have made us what we are – their first and last Trusted Financial Adviser.

An opportunity is available to join our team as a Life & Pensions administrator. This position will provide exposure to all aspects of our business, allowing you to develop technical expertise as well as professional skills.

The Role

The vacancy is based in our office in Sandyford and the role will involve supporting the sales and management team. As an Administrator you will gain in-depth knowledge of the life & pensions market and the products available to our customers.

Duties will include:

- Processing new business pensions, investment, life & mortgage applications
- Liaising with life offices to process client requests
- Providing a fast and reliable customer service to new and existing clients
- Task follow up and diary management
- Typing, preparation of outgoing post & general administration
- Adherence to internal processes and compliance procedures
- Maintaining detailed records and administrative tasks
- Keeping up to date with regulatory changes and changes in the insurance market
- Ensuring compliance with relevant Central Bank Codes & Data Protection Regulations
- The ability to be flexible with the role to undertake duties as assigned

Who should apply?

We are looking for an ambitious individual who is seeking not just a job but a career in financial services. You must be focused, diligent & committed to work. To do this you must have the following skill set:

- Excellent communications skills
- The ability to work as part of a team
- Good time-management & organisational skills
- Good IT Skills
- Self-motivation
- Progression towards QFA desirable



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**FINANCIAL
BROKER**

Financial Planning & Guidance

Apply:

If you are interested in availing of this exciting career opportunity, please apply by submitting your CV to careers@cmcc.ie by Friday the 27th of May 2022.

