

Life 180 Money

Courier Job Description

Responsibilities

- To assist in collating information for appointments
- To ensure all documentation required for appointments is in order
- Confirm appointments
- Plan appointment routes
- Assist colleagues when office bound
- Adhere to the highway code
- Visit customers homes to obtain signatures on all relevant documentation
- To collect from the customer all relevant documentation needed to process an application

Experience/ Qualifications.

- Must have a full UK driving licence with no more than 3 penalty points
- No experience necessary as full training will be given
- Must possess excellent communications skills
- Must have basic knowledge of lenders ID and proof of residency requirements
- A good understanding of lenders application forms
- Basic knowledge of compliance documents, i.e. KFD, IDD and fact finds

Practical skills

- Good organisational skills with attention to detail
- Ability to work on own initiative
- Excellent telephone and communication skills
- To be to plan, and follow a route planner
- Must behave in a professional manner all times
- Must dress appropriately at all (suit and tie)

Personal specific

A professional, mature, smart individual, with excellent communication skills, who can behave in a respectful manner under difficult circumstances.