

## Job Title - New Entrant / Systems Co-ordinator

Countrywide Tax & Trust Corporation Ltd is based in Kenilworth, Warwickshire and currently has a new vacancy for a New Entrant Co-ordinator.

The company offers “cutting edge” strategies for

- Inheritance Tax (IHT) Mitigation
- Care Planning
- Asset Protection against- Divorce / Separation / Creditors & Bankruptcy / Marriage After Death / Generational IHT
- Capital Gains Tax Mitigation

As the first point of contact for Advisors looking to join a leading Estate Planning Company, we require a motivated and enthusiastic individual with excellent communication skills to join our small but busy team.

The role requires effective handling of all enquiries, outbound communications and administrative functions for new entrants, systems and software teams.

You must have an outgoing personality, be a good team player as well as have the ability to work under your own initiative as well as part of a team. The company expect you to have good interpersonal skills and be able to work under pressure whilst remaining flexible, friendly and courteous at all times.

You will have excellent attention to detail and strong organisational abilities.

Great salary and scope for progression.

- Customer Service Skills – over the telephone & face to face
- Strong organisational skills
- Local Event administration and attendance - scheduling and arranging courses and webinars on a monthly basis including attendance at training events at a local hotel and providing technical support for monthly webinars
- Strong Admin skills and an ability to multi task with good attention to detail
- Good written and spoken skills
- Used to working with multiple in-house systems, willing to learn new internal systems to grow knowledge (training will be given)
- Ability to work independently and a positive can-do attitude toward problem solving
- Team player



# Countrywide

TAX AND TRUST CORPORATION LTD

- Support the Directors PA including cover when on annual leave - diary management. Close interaction with the Marketing Department to promote & sell company events and the various Software we offer.
- Basic PC skills along with Outlook & Microsoft

**Salary £17,000 - £18,000 depending on experience.**

**If you are interested on joining our team please send a covering email and your CV to:**  
[jobs@countrywidgroup.co.uk](mailto:jobs@countrywidgroup.co.uk)