The Role

The role of the Technical Administrator is to assist in providing administrative and technical support to the Technical Analyst within the business.

Ideal Kolbe Profile:
Fact Find – 7/8
Follow Through – 6/7
Quick Start – 3/4
Implementer – 3/4

Key Responsibilities and Outputs

- Supporting the Technical Analyst in research and analysis to meet the Client’s needs and objectives
- Supporting the Technical Analyst in the implementation of new business
- Developing and maintaining internal relationships to help maintain business flow and meet agreed targets
- Contributing to the smooth running of the technical administrative function within the business
- Promoting the profile of Trentham Invest within the profession and wider communities
- Continuous professional development to meet regulatory requirements and personal development needs
- Ensuring that any business conducted is done in a responsible and compliant manner, meeting all legislative requirements, both internally and externally

Nature and scope of responsibilities

Reports to: Technical/Operations Manager

Direct Reports: None

The role holder will have primary responsibility for:

- Managing new business processing
  o Recording new business pipeline data
  o Preparing new business cases for submission
  o Completing new business compliance checklists
  o Tracking and concluding new business cases
- Communicating and recording product and planning analysis results
- Liaising with product providers and other relevant third parties
- Individual workflow and task delivery
Job Description - Technical Administrator

- Assisting the Technical Analyst in respect of:
  - Preparing paperwork for client meetings
  - Planning and product research
  - Technical filing on to business systems

The role holder will keep up to date with legislative and industry changes which affect the business and its clients.

The role holder may from time to time be required to undertake reasonable additional or other duties as is necessary to meet the needs of the business.

**Salary:**

c£25k