

Job Description:

Position Title: Business Set-Up Advisor for our Dubai Office as well as Affiliate Company based in Sharjah.

Reporting To: Head of Revenue & Strategy

Key Responsibilities:

- Display strong sales, negotiation, listening, empathy and organisational skills in the pursuit of converting leads into sales
- Deliver consistently high sales performance as defined by Dept. Head in line with colleagues
- Manage client portfolio and advise them on the most appropriate setup for their desired business activity
- Provide excellent customer service thereby increasing the satisfaction and quality of experience
- Manage the process to deliver high levels of cost-clarity and customer satisfaction at all times
- Support compliance and the customer in gathering the required documentation.
- Display (and maintain) a high level of UAE business setup market knowledge with customers in order to be seen as 'expert' and a credible source of information.
- Present recommendations to clients regarding their business opportunities and assisting understanding of the difference between mainland and free zone licenses.
- Keep the Clients apprised of the application status and any issues arising working closely with Account managers and other teams.
- Represent CZ professionally in both client and networking situations
- Contribute to the development of marketing materials, promotions and digital content
- Attend networking events to promote CZ services
- Establish and maintain good linkages with known main referral routes and business set up consultants.

- Attend and participate in team meetings, working in partnership with colleagues as and when required.
- Promote equal opportunities and social inclusion in all aspects of work undertaken
- Actively promote all activities that contribute towards the growth of CZ
- Recognise, explore and bring to the attention of management, opportunities and areas for future company development
- Be conscious that every interaction, both internally and externally, reflects on CZ and that competitive advantage, if it is to be achieved, is derived from the attitude and performance of every person within the business