

Business Set-up Advisor

Job Purpose:

The Business Set-Up Advisor is responsible for generating and developing sales, providing sales consultations and license application process. This involves developing lead channels, scoping new areas of business, developing strategic partners, networking, document creation, client interfacing and maintaining the client data base Sales Professionals need to be multi-talented!

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
- Update and maintain CRM system in order to facilitate opportunity tracking and robust pipeline data
- 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 to support licence application in a timely manner through the clear explanation of the application process and its key steps.
- 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 and to demonstrate the quality of CZ offer which is not only the business setup packages but also the quality of the process overall.
- Present recommendations to clients regarding their business opportunities and assisting understanding of the difference between mainland and free zone licences
- Keep the Clients apprised of the application status and any issues arising working closely with Account managers and compliance 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