

Heir Hunters Freelance Local Reps (please state your location when applying)

Finders International is a firm of professional probate genealogists that provides a comprehensive range of support services to those dealing with Estate Administration, from Solicitors, Banks, Corporate and State Trustees through to charities, professional administrators and executors. We are committed to providing a no-nonsense, fast, friendly service whilst ensuring that the highest professional standards are maintained. Our representatives are usually retired Gardaí, but others are welcome to apply.

The role would involve:

- **Visiting potential heirs, family members, neighbours, or other people connected to our research at their homes**
- **Making enquiries, discussing sensitive information with them, confirming personal data and family history trees and links, and creating a good rapport with potential clients**
- **Presenting Finders' paperwork to potential clients and explaining the services we provide**
- **Ad hoc visits to registry offices, solicitors, post offices and other public places**
- **Finders Estate Agency – property visits, locksmiths, searching and retrieving personal documentation and items, showing clients around**
- **Training Provided**

Due to the volume of applications received we are sorry that we cannot reply to everyone, but all correspondence is read, and we will contact all candidates we wish to discuss opportunities with by phone or email as soon as possible.

Please note you're required to have the below in place before commencing work.

- Your own Public Liability insurance policy
- Enhanced DBS check
- It is recommended that you also hold Professional Indemnity Insurance & register with ICO (Information Commissioners Office).

Must have smart phone, sat nav, email, scanning and printing facilities at home.

Hourly rate plus mileage.

To apply, please send a cover letter/email and your CV/ breakdown of experience and forward through to vacancies@findersinternational.co.uk