

Job Title:	New Business Development
Department:	Commercial

Job Specification/Main Responsibilities

- To underwrite an agreed level of New Business as per the targets set and agreed within the quarterly Key Performance Indicator (KPI's).
- To be pro-active and actively seek new business opportunities as well as the net business that is provided.
- Complete the key task of “fact finding” to identify clients’ requirements and to provide a quotation to fulfil their needs. Using the information gathered, determine which insurers will provide the most competitive rates for the cover required.
- To be effective in establishing a rapport with all new clients and focus on the “bigger picture”, ie all of their insurances, not just the contract that you are dealing with. Explore all cross-selling opportunities and ensure the client is fully aware of all contracts that we can offer. All ancillary products are to be exhausted.
- To update and maintain daily all broker definable screens on M3 system to enable accurate reporting of activity levels.
- To ensure all New Business Sheets and instructions are completed for the files, ready for administration to complete M3 records and send out relevant paperwork.
- To update daily “commission register” and ensure all premiums/charges are posted on the relevant client record on M3.
- Agree and execute all tasks that are given within the set timescale by Commercial Manager, which could include diary queries, credit control issues or new business contacts.
- Have foresight from experience to be aware of potential problem clients and refer all to Commercial Manager to deal with.
- Other duties and responsibilities as may be required by the partners.

Person Specification/Skills

- A minimum of 12 months commercial insurance experience is preferred for this role, previous broker experience also preferred but is not essential.
- We are looking for people with excellent customer service skills who are able to work on their own initiative as well as in a team.
- PC skills are essential as are strong communication and time management skills.
- We are open from 9am – 5.30pm, 5 days per week and 1 in 2 Saturdays from 9am – 1pm. However, 1 – 2 late shifts per week working until 7pm will be required.
- In return we can offer you a competitive salary, free parking and staff discount on insurance.