



# JOB DESCRIPTION V5

<b><u>JOB TITLE:</u></b>	Business Development Executive
<b><u>POSITION:</u></b>	Full Time Permanent
<b><u>HOUR OF WORK:</u></b>	Monday – Friday 9am – 5pm
<b><u>LOCATION:</u></b>	Working remotely – area discussed with Head of Retail Sales and Commercial Director and subject to change.
<b><u>REPORTING TO:</u></b>	Head of Retail Sales
<b><u>SALARY:</u></b>	Please refer to Employment Contract
<b><u>PROBATIONARY PERIOD:</u></b>	9 months

## **Reporting Relationships and outline of the role:**

We require a highly motivated, enthusiastic Business Development Executive to join our existing team at Global Home Warranties Ltd. You will be responsible for the growth and development of business across *your agreed locations*. Continuing to raise the profile of Global Home Warranties whilst focusing on seeking new business opportunities within the structural insurance warranty market and successfully securing projects through strong customer relations. As a brand ambassador you will ensure our company values and ethos are promoted at all times. You will be set annual targets that are specific to you. Regular review of targets will take place with the Commercial Director.

## **Responsibilities:**

1. Acting as a contact between the company and its existing and potential markets engaging with developers, builders, self builds, architects, engineers, local authorities and solicitors.
2. Establishing, developing and maintaining business relationships with clients and prospective clients in you assigned area of work.
3. Issuing of timely quotations to clients, and appropriate follow up service.
4. Liaising with potential clients to attend sales meetings and closing deals.
5. Ensuring relationships with existing customers are maintained in person and via telephone calls and emails.
6. Working closely with the administration team, client management team and building surveyors to ensure that communication and business continuity is maintained.
7. Responding to incoming email and phone enquiries.
8. Identifying potential business leads and carrying out follow up calls/emails.
9. Cold calling to arrange meetings with potential customers to prospect for new business.



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10. Keeping abreast of all our competitors and their products, pricing and engagement throughout the region.
11. Accurate recording of quotes and sales information on the correct systems.
12. Reviewing your own sales performance, aiming to meet or exceed targets.
13. Supplying weekly updates to the Commercial Director oral or written as requested.
14. Other duties as and when required by the Managers and Directors.

## **Location:**

The role is performed remotely, and all relevant equipment is provided to enable you to perform your role to the best of your abilities.

## **Essential Competencies/ Knowledge and Skills required for the role:**

1. Minimum of 5 GCSE's (Grades A-C) or equivalent to include Maths and English.
2. Minimum of 5 year's relevant experience in a sales role.
3. IT literate and proficient in the use of Microsoft packages.
4. Desirable to have sales experience within the Insurance Market.
5. Essential that candidates have a proven track record of annual sales margins and targets being met.
6. Be able to demonstrate exceptional customer relationship building skills and experience.
7. Desire to succeed, positive and enthusiastic attitude.
8. An energetic and innovative approach to customers.
9. Strong communication and interpersonal skills.
10. Listening to customer requirements and presenting appropriately to make a sale.
11. Ability to work flexibly, balancing competing priorities and meeting deadlines whilst understanding the needs, timescales and deadlines of others.
12. Ability to deal diplomatically and confidentially with a wider range of stakeholders internally and externally.
13. Ability to work on own initiative, managing their own diary and planning meetings.
14. Willingness to travel.
15. Full Drivers licence.

## **Health and Safety responsibilities:**

- Take reasonable care the Health and Safety of yourself and others who may be affected by your actions.
- Work in a safe manner and observe the Company Health and Safety Rules and Procedures.
- Report to your manager/ Health and Safety manager any incidents that have led to or could have led to injury or an accident or have affected the environment.
- Report all injuries promptly that occur to yourself at work and obtain the necessary first aid treatment.



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- Ensure that you work with managers and the Company to achieve a healthy and safe workplace environment.
- Help in the investigation of accidents in order to prevent recurrence.
- Ensure that you observe the company handbook and maintain a professional image at all times, and adhere to all Health and Safety regulations in the office.
- Set an example of safe, correct behaviour at all times in the office.
- Report any hazard / defect you may observe promptly to your immediate manager.
- Report any shortcomings in systems of work or procedures to your manager.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare or yourselves or your work colleagues.
- To comply with safe systems of work at all times
- To advise managers when not trained for tasks you are being asked to carry out.

***We are an Equal Opportunities Employer.***

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_