

Business Development Executive

Type: Full-time, Permanent.

Location: Deakins Park, Blackburn Road, Egerton, Bolton, BL7 9RW.

Hours: 35 hours per week.

Hours of work: Monday-Friday 9am - 5pm, Flexible working patterns available.

Salary: Competitive, dependent on experience.

Benefits: Support with relevant industry Qualifications, Sociable Hours, Free Parking and much more!



As a valued member of our Business Development team, you'll be at the heart of building and nurturing strong relationships with both new and existing broker partners. This office-based role combines business development with ongoing relationship management, giving you the chance to make a real impact through telephone-based communication.

You'll work closely with our brokers to help them grow their business by offering a range of BD products, including RAC, Travel, and Close Brother premium funding.

Additionally, you'll play a vital role in launching and expanding new products, supporting our brokers as they evolve. With a focus on accuracy and timely follow-up, you'll help ensure we continue to build solid partnerships and deliver excellent service.

Key Responsibilities:

- **Broker Relationships:** Build and maintain regular contact with key decision-makers, staying up-to-date with their needs, opportunities, and future plans.
- **Relationship Management:** Serve as the first point of contact for brokers, managing day-to-day relationships and ensuring their satisfaction.
- **New Business:** Actively seek new business opportunities from brokers and share insights to help shape and grow our product offerings.
- **Records Management:** Keep detailed, accurate records of broker communications, using our internal systems to track progress and follow up on opportunities.
- **Market Research:** Stay informed on competitor activity, sharing insights with the team to stay competitive.
- **Marketing & Events:** Support marketing campaigns and attend industry events to represent the company, network, and raise our profile.
- **Strategic Projects:** Take ownership of key projects and targets, ensuring profitability and business growth.
- **Collaboration:** Work closely with internal teams to deliver excellent service to our brokers, sharing insights and ideas to continuously improve.

Training & Development:

- Be open to ongoing training and development, with the opportunity to gain further professional qualifications.
- Learn and adapt to internal systems to support your role effectively.
- Attend face-to-face meetings with brokers and partners to strengthen relationships and gather feedback.

Compliance, Health & Safety:

- Stay up-to-date with FCA, Health and Safety regulations, and other industry requirements.
- Maintain strict confidentiality and follow internal policies to ensure the security of information and systems.

Key Attributes and Skills:

- **Experience:** Ideally, you'll have experience in the UK insurance broker market, particularly in the PL sector.
- **Skills:** Strong telephone and communication skills, along with excellent organisational and administrative abilities.
- **Mindset:** A self-motivated, energetic individual who is adaptable, proactive, and keen to contribute to team and company success.
- **Professionalism:** You'll handle confidential information with care and maintain a professional approach at all times.
- **Interpersonal Skills:** Build meaningful relationships, both internally and with brokers, using strong listening and problem-solving skills.
- **Target-driven:** You'll be comfortable working towards individual and team goals, managing your workload effectively to meet deadlines.
- **Financial Awareness:** An understanding of financial metrics to assess the value you bring to the business.

Qualifications:

- **Desirable:** CII qualification or a willingness to work towards it.
- **Knowledge:** A solid understanding of the UK insurance broker market and compliance regulations.
- **Tech Skills:** Proficiency with computers and office software.

The Benefits:

- Increased holiday allowance with length of service.
- Birthday day off and half-day off for seasonal shopping.
- Holiday sell scheme.
- Contributory Pension Scheme.
- Discounted sports and social activities.
- Support with industry-relevant qualifications.
- Free on-site parking.
- Casual dress code, free allocation of branded clothing.
- Cycle to work scheme.
- A cash bonus for going above and beyond.
- Trained mental health & first-aid staff on-site.
- Plus, much more!

Send your CV to: hr@brokerdirect.co.uk

Please be advised that we may monitor or record calls for training purposes or to improve the quality of our service.
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