



ROLE PROFILE

Job Title: Business Development Executive

Job Purpose: The Business Development Executive is responsible for prospecting, qualifying and generating new sales leads for the New Business, Corporate and Non-Scheme Teams.

Principal Accountabilities:

- Develop new business leads via telephone and email campaigns introducing Quality Care Insurance Services Ltd and Quality Insurance Services.
- Identify the key decision makers responsible for the insurance for the Care Home and within the Non-Scheme markets
- Follow up leads and conduct research to identify potential prospects.
- Qualify strong leads for the New Business Executives, Account Executives and Non-Scheme team to convert into revenue.
- Development of the Quality Care brand within the care sector focusing on local markets specifically Sussex.
- Work alongside the New Business and Non-Scheme teams to develop and grow the sales pipeline to consistently meet monthly/quarterly and annual targets.
- Development of the QCIS database gaining and confirming renewal dates within prospects to set targets.
- Manage data for new clients and prospects. Updating TAM at all customer/prospects touchpoints to ensure valid MI can be taken out of the system and supports SLA's and KPI's.
- Monitoring and reporting on performance against agreed leads/sales targets.
- Cross selling and increasing profitability of existing product lines by encouraging clients/prospects to use added value services wherever possible.
- Attending team meetings with New Business, Corporate and Non-Scheme teams and the wider QCIS team.
- Ad-hoc project support.
- Completion of training and development hours to support CPD and CII including mandatory modules via Broker Assess to comply with FCA regulation.
- Following TCF principles and applying FCA's 6 key outcomes to your role
- Ensure all statutory and company legislation is followed to protect clients, colleagues and business interest.

Knowledge & Experience:

- CII qualified or prepared to study for CII.
- Demonstrable ability to meet and/or exceed sales targets.
- Proven track record of strong client relationships.
- Previous commercial insurance experience is desirable.
- Active and working knowledge of FCA compliance.

Skills:

- Good interpersonal skills.
- Articulate and presentable with the ability to communicate effectively both verbal and written.
- Capable of working on own initiative and managing own workload effectively
- Able to work co-operatively with New Business and GI teams and wider QCIS team members.
- Adaptability and management of the continual changes within the insurance landscape
- Demonstrate resilience and the ability to work under pressure.
- Excellent negotiation skills.
- Competent with Microsoft office suite, word, excel and outlook.

Please send a copy of your CV to recruitment@qcis.co.uk