

Job Title – Business Development Assistant**Job ID – 930****Division – Howden****Location – Bristol****Role Definition**

The role supports Howden's plans for business growth and expansion through building a genuine pipeline of prospective clients and accurate data. Working in accordance with our company procedures, talking to prospects and managing our CRM data, the role offers the successful candidate the opportunity for a career within the insurance and financial services profession with one of the most respected names in insurance broking.

Key Responsibilities / Accountabilities

- Actively seeking to understand the professions and trades within which the role has contact in order to engender confidence from our prospective clients and an openness to engage
- Working with data to create an accurate and valid new business pipeline, often linked to specific or targeted campaigns by telephone and/or email, working to secure sufficient engagement from prospects to enable Howden to offer insurance & risk management advice with a view to quotation
- Managing own work priorities and activities against known business plans to ensure optimal achievement of company goals
- Positively represent the company to ensure business opportunities are maximized
- Providing support to own line manager and wider business as necessary to maintain the effective function of the office

Skills and abilities needed to perform role

- Confident, with excellent communication skills (both verbal and written)
- Professional and personable
- Computer literate
- Drive and enthusiasm
- Strong negotiating skills; able to influence and persuade others
- Organised, able to plan and be methodical – proactive when necessary
- Resilient and calm under pressure
- Attention to detail

Knowledge and Experience

- Previous experience in a similar role desirable
- Previous experience in a sales or marketing role desirable

The company operate a stringent employee referencing and verification process when we on board new joiners (temporary or permanent), which means if you are offered a role with us we will ask you to make honest and open declarations about your past employment, qualifications, financial history and credit/debt history. Whilst these checks do not automatically mean that employment will not be confirmed, as we review each situation on a case by case basis, it can mean that offers of employment may be withdrawn if information is found which is not satisfactory to us. It is recommended that you should not resign from your current employment until you have satisfied the conditions against which each offer is made relating to referencing and verification checks.