

**Job Title – Business Development Assistant****Job ID – 183****Division – Howden****Location – Bristol****Role Definition**

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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**

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- 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**

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- 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**

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- 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. It can mean that offers of employment may be withdrawn if information is found which is not satisfactory to us.*

*Any unsolicited CV's/candidate profiles submitted through our website or to employees of Hyperion Services Limited outside of the HR function are considered property of Hyperion Services Limited and are not subject to payment of agency fees. In order to be an approved Recruitment Agency/Search Firm for Hyperion Services Limited, a formal Hyperion Services Limited agreement must be signed by an authorised member of Hyperion Services Limited HR function. CV's must be submitted according to our candidate submission process, which includes being actively engaged on the particular search, if the candidate submission process is not followed, no agency fees will be paid by Hyperion Services Limited.*