

# Business Development Executive

<b>Job Title:</b> Business Development Executive	<b>Department:</b> Broker Sales	<b>Reports to:</b> Broker Liaison Manager		
<b>Main Purpose of Job</b> <ul style="list-style-type: none"> <li>To develop and maintain working relationships with brokers, dealing with initial enquiries and performing day 1 underwriting on new enquires.</li> </ul>				
<b>Main Duties</b> <ul style="list-style-type: none"> <li>Exceed pre set KPI's and targets within a TCF framework.</li> <li>Provide consistently effective customer service.</li> <li>To develop business from all brokers and packagers held on the database and to sell the products and services of the Group.</li> <li>Assist in the development and implementation of marketing strategies to generate new business for all lending companies within the group.</li> <li>Control all diaries and appointments for the BDM's.</li> <li>Make preliminary underwriting decisions on all applications.</li> <li>Maintain own database on a daily basis.</li> <li>Organise agreements for brokers who want to package or introduce business.</li> <li>Ensure the customers understand all aspect of the procedures.</li> <li>Ensure complaints follow the correct procedure.</li> <li>Adhere to all Compliance and Training and Competency needs within the business.</li> </ul>				
<b>Key Success Criteria</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>A. Individual Performance Indicator</b> <ol style="list-style-type: none"> <li>Exceed KPI's and set targets</li> <li>Quality</li> <li>Complaints procedure</li> <li>Maintaining knowledge</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <b>B. Expected Deliverable</b> <ol style="list-style-type: none"> <li>Achieve KPI's and sales targets</li> <li>Ensure quality of work including calls adheres to the Training and Competency framework</li> <li>Ensure all complaints follow the set procedure</li> <li>Ensure actions comply with industrial guidelines, regulatory bodies and relevant legislation</li> </ol> </td> </tr> </table>			<b>A. Individual Performance Indicator</b> <ol style="list-style-type: none"> <li>Exceed KPI's and set targets</li> <li>Quality</li> <li>Complaints procedure</li> <li>Maintaining knowledge</li> </ol>	<b>B. Expected Deliverable</b> <ol style="list-style-type: none"> <li>Achieve KPI's and sales targets</li> <li>Ensure quality of work including calls adheres to the Training and Competency framework</li> <li>Ensure all complaints follow the set procedure</li> <li>Ensure actions comply with industrial guidelines, regulatory bodies and relevant legislation</li> </ol>
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<b>Behavioural Competency Profile</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li><b>Business Awareness:</b> 1 2 3 4 5</li> <li><b>Change Management:</b> 1 2 3 4 5</li> <li><b>Communication:</b> 1 2 3 4 5</li> <li><b>Customer Focus:</b> 1 2 3 4 5</li> <li><b>Improvement:</b> 1 2 3 4 5</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li><b>Leadership &amp; Management:</b> 1 2 3 4 5</li> <li><b>Planning &amp; Organising:</b> 1 2 3 4 5</li> <li><b>Quality:</b> 1 2 3 4 5</li> <li><b>Team Working:</b> 1 2 3 4 5</li> </ul> </td> </tr> </table>			<ul style="list-style-type: none"> <li><b>Business Awareness:</b> 1 2 3 4 5</li> <li><b>Change Management:</b> 1 2 3 4 5</li> <li><b>Communication:</b> 1 2 3 4 5</li> <li><b>Customer Focus:</b> 1 2 3 4 5</li> <li><b>Improvement:</b> 1 2 3 4 5</li> </ul>	<ul style="list-style-type: none"> <li><b>Leadership &amp; Management:</b> 1 2 3 4 5</li> <li><b>Planning &amp; Organising:</b> 1 2 3 4 5</li> <li><b>Quality:</b> 1 2 3 4 5</li> <li><b>Team Working:</b> 1 2 3 4 5</li> </ul>
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<b>Technical Skills</b> <ul style="list-style-type: none"> <li>PC skills including MS Excel and Word</li> <li>Telephone skills</li> </ul>				
<b>Qualifications/ Knowledge/ Experience required</b> <ul style="list-style-type: none"> <li>GCSE (maths and English)</li> <li>Previous B-2-B sales experience</li> </ul>				