



Job Role: BUSINESS DEVELOPMENT ASSISTANT

Reports to: PATRICK BRICE, DISTRIBUTION DIRECTOR

Role Definition

CFC Underwriting's central business development function is responsible for distribution strategy and management, broker relationship coordination, new product launches, sales capability, and major broker events. The team works closely with all of CFC's underwriting teams to deliver the new business budget and with the marketing function on major events including the CFC Broker Academy and BIBA, so interpersonal skills and the ability to work with a wide variety of internal and external stakeholders is essential.

The Business Development Assistant will support the Business Development Director across all areas of CFC to help deliver the annual Business Development plan, providing day to day administrative support, managing key projects and supplying management information and analysis.

Key Responsibilities & Accountabilities

- Day to day administration support for the Business Development function
- Working closely with the Business Development Analyst to provide Management Information and analytics
- Production of pre-meeting briefs / packs
- Production and coordination of meeting actions
- Planning and delivery of major broker events, including the CFC Broker Academy and the BIBA Conference
- Coordination and administration of all agency, commission, and CRM processes, including liaison with key CFC broker partners
- Assistance with Business Development training

Skills & Abilities

- Excellent communication and written language skills
- Ability to operate under pressure
- Self-motivated
- Strong organisational skills
- Attention to detail

Knowledge & Experience



JOB DESCRIPTION

- Good MS Word, Excel and PowerPoint skills
- Basic understanding of the principles of commercial insurance preferred

Professional Qualifications (preferred)

- Education to graduate level preferred but not essential