

## Job Description: Sales Manager – Insurance

### **£38,000 - £45,000 Full Time Salary**

General & Medical are a long-established company in the provision of medical and other specialist insurance services to professionals, businesses and families both within the UK and internationally. Although providing medical insurance remains a core activity for the Group, we have developed many other services and insurance products available through our divisions and subsidiary companies.

We have an exciting full-time opportunity for a career minded Sales Manager. You will be based in our Peterborough Head Office with a focus on developing effective strategies for new business and retention of existing clients. Managing your own team, the successful candidate will have proven experience within insurance sales. You will work closely with Senior Management to discuss and implement ideas for growth, demonstrating excellent communication skills and be able to organise your work effectively.

### **About this position:**

- Ensure that sales targets are met/exceeded by ensuring that the Sales function operates efficiently and is focussed on winning new business and retaining existing clients.
- Generate and convert leads for 'Direct' corporate business.
- Generate business from Brokers and Introducers and the provision of support and training in line with Financial Conduct Authority (FCA) requirements.
- Ensure that all procedures are accurate, and in line with the FCA guidelines and reflect the practices carried out within the team.
- Develop the professional capabilities of team members, ensuring that the department is fully operational.
- Implement business strategies for all relevant distribution channels.
- Manage identified key intermediaries.

### **By:**

- Convert enquiries into sales to actively grow the business by setting stretching targets.
- Ensure that client retention rates remain high by ensuring team focus on renewals.
- Ensure all team workflow is processed in a timely manner.
- Implement new business strategies for direct business, broker business and introducer business.
- Generate MI reports for the Senior Management Team as required.
- Responsible for ensuring the commission payments are accurate, checked and authorised prior to the payments being processed by Finance.
- Feedback competitor information and market intelligence to Senior Management Team to enable the business to remain current with market trends.
- Support, train and manage the Sales Team to ensure that they are up to date in product knowledge, sell compliantly within FCA regulations and manage intermediary connections appropriately.
- Conduct regular performance reviews with team members as required.
- Attending regular management and sales meetings.
- Understanding how the functions of the role interlink with other roles within the business.
- Committing to travel in order to meet potential customers and/or Brokers and Introducers.
- Having regular reviews with the Brokers and Introducers to monitor performance whilst documenting the information obtained.

### **Personal performance, conduct and development**

#### Meet targets and take responsibility for own performance:

Remain abreast of current processes and services offered by the company and be aware of changes to legislation by the Financial Conduct Authority (FCA). Cascade any information / changes in legislation to work colleagues.

Work in Accordance with the company policies and procedures:

Be aware of and adhere to Company policies and procedures. Work in a way that meets the statutory requirements of employees under legislation.

Flexibility and Team Work:

Work flexibly as part of a team to meet the needs of the customers of the Company. Value each team member's contribution and help colleagues to perform to the best of their abilities.

Professionalism:

Set a good example to other staff in attitude to work and general working practice. Deal with all colleagues and customers in a professional manner. Maintain a professional working relationship with direct reports in order that there is no issue in dealing with any unacceptable performance and/or conduct.

**What you can expect from us:**

- Regular and Full Time Monday to Friday hours
- Access to Pension Scheme
- Great Annual Leave Benefit including additional family days
- Free Worldwide Multi Trip Travel Insurance Cover and discounted rate for family members
- Cash benefits linked to Personal Accident, Life Cover and Critical Illness
- Monthly Employee Rewards Scheme
- Commitment to Employee Learning and Development
- Access to Wellbeing Services and Discount Scheme
- Free tea, coffee and fresh fruit
- Friendly working environment in Peterborough – convenient location close to the A1

Our greatest strength is our people – professional, driven yet grounded and fun to work with. If our culture sounds like a good fit for you and you want to be part of our exciting journey then please apply.