

Job Title: Sales Executive
Department: Operations
Reports to:
Location: Wexford or Carlow



Overall purpose of the role

The role will play a leading role in proactively driving sales revenue through individually sourcing and closing leads directly as appropriate in line with KPIs and supporting key team coordination requirements. Driving business development activities with a view to building market share countrywide in support of our sales strategy.

Key Responsibilities

- Set in place a plan of clear strategies for generating new business (from prospecting to proposal to closure)
- Engaging positively and identifying customer needs effectively in order to maximise all sales opportunities
- Proactive regarding cross selling and upselling of product lines business.
- Contributing to the overall success of the team through suggesting areas for improvement.
- Promote local office to local business community and attend Chamber of Commerce events and relevant business networking events to profile Company as leading Commercial Broker in locality.
- Building relationships with partners to generate additional referrals
- Promote/profile the Company with key suppliers/markets
- Ensure prompt and efficient service to existing and new customers
- Develop prospect pipeline and sales metrics
- Accurately capturing and logging required data and processing through appropriate systems, ensuring that all administrative requirements are completed in a timely manner
- Ensure all activities/processes meet with Company's requirements for quality control, compliance, work practices and customer service
- Assist with projects as required
- Adhere to Safety policy
- Effective diary management and workflow

Person Specification – Our Values

- **Integrity:** Doing the right thing in a reliable way while honouring the confidentiality of matters. Being open, honest and respectful at all times with our colleagues, with our customers and with all our stakeholders.
- **Customer:** We are 100% committed to doing what is right for our customers. We put our customer's wishes at the centre of our operations and thinking to build long-term relationships by delivering on commitments. Our focus is to build trust, loyalty and confidence. We listen carefully to our customer when carrying out a 'needs assessment' in order to identify the product that is best suited to the customer.
- **Communication:** We believe in open and honest communication using a broad range of communication styles and choosing appropriate, effective ways to communicate to different audiences in diverse situations.
- **Innovation:** Be more creative in our thinking and more effective in our actions to improve processes, methods, systems, or services. We ignore the status quo and strive to find new and more efficient solutions that serve the needs of all of our stakeholder groups.

- **Learning:** We believe learning is fundamental to our progression and delivery of service. We encourage opportunities where learning and improvement enables talented people to realise their full potential.

Role specific attributes

- Proven track record in achieving targets in a sales environment
- Highly organised with the ability to manage a pipeline
- Exhibit exceptional track record in identifying and prospecting new business opportunities
- Excellent sales and negotiation skills
- Flexible and results driven
- Excellent interpersonal skills with high attention to detail
- Ability to work on own initiative, meet deadlines and work under pressure in a busy environment.
- Excellent presentation skills

Qualifications and experience

- Minimum of 3 years experience in a commercial sales role
- Sound technical product knowledge and knowledge of the general insurance market
- Excellent IT skills (Knowledge of Open GI advantageous)
- CIP qualified (or currently pursuing) with proof of up-to-date CPD
- Full clean driving licence

Applications to: hr@wrightcover.ie

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