


# Motor Trade Sales Advisor

## Job Description

<b>Role:</b>	To effectively deal with new business quotations accurately, professionally and efficiently, in order to increase revenue in line with company strategy.
<b>Location:</b>	Redhill, Surrey
<b>Brand:</b>	Plan Insurance Brokers 
<b>Reporting to:</b>	Team Leader

### Main Duties and Responsibilities

- Provide accurate quotations.
- Identify selling opportunities (including up selling) and be able to close sales effectively.
- Assist the team in completing objectives including monthly sales targets.
- Follow up quotations within a reasonable time frame.
- Overcome objections to maximise sales opportunities.
- Explain the features and benefits of policies to clients.
- Follow sales scripts and question sets accurately.
- Select the appropriate policy for the client from our panel of insurers.
- To demonstrate a positive, enthusiastic, committed and flexible attitude towards customers and other team members, recognising the importance and benefits of effective team working.
- Deliver customer service in line with 'best practice' and ensure compliance to relevant policies.
- To maintain a good level of personal presentation.
- To comply with the Data Protection Act at all times.
- To actively follow company policies (including Health & Safety & Equal Opportunities).
- To attend staff meetings and training as required.
- To carry out any other duties within the scope, spirit and purpose of the job as requested by your Manager/Team Leader.
- To maintain accurate records and computer files.
- Attend team and staff meetings as and when required.
- Carry out any other duties within the scope, spirit and purpose of the job as requested by your manager/team leader.

### Essential Skills

- Maintain professionalism
- Display patience and politeness within a sometimes pressured environment.
- Ability to communicate with both customers and colleagues at all levels of seniority and liaise effectively with other internal departments.
- Build and maintain effective relationships with underwriters.
- Good team working skills and ability to work with minimal supervision.
- Proven desire to update product knowledge and skill set when required.
- Awareness of the Data Protection Act and Money Laundering Regulations.
- Good oral communication skills and organisation skills
- Sales desire and work ethic to show a consistent sales performance
- Confidence to deal with difficult situations and to know when appropriate to seek guidance from your Team Leader.