



QuestGates Careers and Vacancies

JOB TITLE: Business Development Administrator

DIVISION: Central – Business Development

OFFICE: Birmingham

We are looking to recruit a Business Development Administrator based in our Birmingham office. This will be on a hybrid contract with at least 10 days per month in the office.

Reporting to the Business Development Director, the successful candidate will need to be able to work on their own initiative with strong organisational and IT skills, as well as being able to quickly develop a good understanding of the insurance claims environment.

To be successful in the role you will need to demonstrate a commitment to innovation and a determination to provide a market leading service and product on behalf of QuestGates.

Key Skills:

- Excellent communication skills, both oral and written, to ensure proof-reading and document production is to a high quality
- Good degree of IT competency and literacy, highly proficient in Microsoft Suite
- Good organisation/time management skills with experience of diary management
- Demonstrate personal and professional integrity and lead by example
- Ability to work and contribute positively as part of a team and on your own initiative
- Ability to work accurately under pressure, adhering to deadlines and service standards
- Ability to have a strong innovative and creative approach to tasks
- Ability to accurately input data and maintain appropriate documents
- Ability to collate and coordinate documents for review from a number of different sources
- Prepare, evaluate and provide accurate and up to date information and reports with various data
- Committed to producing a high-quality service and maintaining a flexible approach to working hours



- Experience of coordinating, and preparation of management proposals and tender submissions
- Experience in insurance and/or business development/client services environments is desirable

The role involves:

- To demonstrate a high level of technical quality and service delivery
- To provide exceptional customer service at all times
- To participate positively and constructively as a team member, sharing knowledge and providing feedback and suggestions
- To project manage tenders through to submission stage
- To produce detailed presentations for the team to deliver
- To prepare, evaluate and provide accurate and up to date information and reports with various data
- To maintain documents and spreadsheets accurately
- To liaise with external graphic designers on any literature requirements and updates

The Package:

- Competitive salary
- Enhanced contributory pension
- Performance related bonus
- Flexible benefits
- Enhanced family leave
- Electric car scheme
- Voluntary benefits schemes
- Birthday holiday
- Share purchase scheme with interest free loans



Hours of work:

Standard working week is 35 hours, Monday to Friday with flexibility to work from home /office.

Closing Date for Applications:

Close of business on Friday 26th January 2024.

Contact details:

If you would like further information about this vacancy or wish to apply, please contact Siobhan Bullock on 07885 456254 or email HR@questgates.co.uk by the closing date.