

## Global Reach Group - Job Description

(UK employees only)

Name	Numerous	Business Area	Front Office
Job title	Business Development Manager	Type of Employment	Full time
Reporting to	Jake Spark	Location	London

### Role Overview

Your role is to find, nurture and onboard commercial clients, with a view to forming mutually beneficial, long lasting business relationships. You will do this in a compliant manner and while demonstrating the internal company values.

All KPIs relevant to this role will be shared separately.

### Duties & Responsibilities

#### Identifying and managing client relationships:

- To identify, contact and build relationships with a variety of commercial businesses, primarily based in the UK
- To have a full understanding of client relationship management and the Sales process, which will be reflected in the conversion of your lead and opportunity pipeline
- To contact clients via the telephone in the first instance, using the internet and other tools supplied to acquire further relevant information
- Arrange and conduct internal and external client meetings, aligned to KPI expectations
- Utilise all Marketing material available to support the Sales process
- To have a full understanding of our online platforms and full product offering (including spot, forwards and Options)
- To collect and maintain relevant and accurate information in our CRM that reflects client opportunities, conversations and relevant facts

#### Sourcing Leads:

- Use a variety of mediums to source potential business leads that have a commercial foreign currency requirement, including use of the Internet, trade directories, referrals and networking

**Market Knowledge:**

- To acquire and maintain suitable market knowledge, in order to have an appropriate level of discussion with clients
- To deliver informative market updates to colleagues, which can stimulate debate on a regular basis

**Other Duties and Responsibilities:**

- To provide regular coaching and development to the junior members of your pod (Associates)
- To build and maintain a good working relationship with the Dealers to ensure clients are handed over effectively through the Sales process and managed properly on an ongoing basis
- To build and maintain a good working relationship with all Back Office Functions, to ensure the best end to end client experience possible
- To attend and support corporate functions. As a valued member of the team, there is also a responsibility to engage in any activity which supports or develops production, profitability or progress as a whole
- To attend all training required from both Compliance and HR, to ensure you are as knowledgeable as possible to conduct your role
- To comply with the framework provided by onboarding and monitoring, to ensure all business conducted and onboarded is aligned to our regulatory rules and internal risk appetite
- Any other duties as required from time to time in order to fully deliver in your role

**Qualification & Skills****Essential**

- 2 year of experience in a similar role
- Ability to work under pressure and to target
- Commercially minded
- Clear and confident communicator
- Highly numerate

**Desirable**

- CF30 qualified (CISI Level 4)
- Degree level education

**Employee and Manager signature:**

Employee signature

Date

Manager signature

Date