



## JOB DESCRIPTION

Grade:

Department:	<b>CONTACT CENTRE</b>
Job Title:	<b>CORPORATE RELATIONS ADVISER</b>
Name:	
Level:	Staff level 1
Reports to:	Assistant Manager, Corporate Relations
Budget Responsibility:	No
Direct Reports:	No
Staff Responsibility:	No
Purpose:	As a member of the BHSF staff assists and contributes to the operation of the department and the company's objectives.

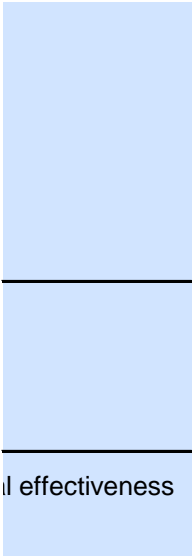
### KEY RESPONSIBILITIES

- To cold call employers to arrange new business appointments for HWCs;
- To make telephone contact with employers to arrange appointments for HWCs;
- To have active involvement in recruitment drives to obtain new policyholders and take ownership of back up;
- To personally build relationships with our existing contacts;
- To be flexible on working hours when needed (7 hours per day);
- To provide cover in all aspects of CRT functions where necessary;
- To establish and maintain a CRM system;
- To manage Birmingham-based companies with less than 25 policyholders;
- To maintain a computerised diary system for HWCs;
- To prioritise tasks and assign time proportionately as required from time to time by the Assistant Manager in relation to the above and all other duties;
- To maintain courtesy, professionalism and high standards of presentation in all communications with potential customers;
- To retain as confidential all information protected by Data Protection legislation;
- To comply with your obligations under the Company's data protection, information security and other policies, when handling personal data or special categories of sensitive data.
- To perform all tasks and duties when required, providing flexibility and cover in a team working environment.
- To carry out appropriate clerical and general duties as may be required from time to time by the Assistant Manager.

Signature

Date

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