

## Business Development Executive

**Premier Miton Investors is a UK based asset management firm with £13.6 billion of assets under management in a broad range of investment products.**

We are looking for a Business Development Executive to join our team based in our London office, with some travel to attend relevant meetings, generally in the UK.

This is a proactive Business Development role based in our London office with hybrid working at least two days office based. The successful candidate will develop telephone based relationships with prospective and existing Financial Advisers both Directly Regulated and Appointed Representatives to secure business across the range of Multi Asset, Single Strategy funds and services offered by Premier Miton. They will develop relationships primarily via the telephone although they will attend group meetings and Conferences.

If you are interested in the role, please send your CV (together with details of current salary) to:

**Niamh Dempsey, HR Director**  
[niamh.dempsey@premiermiton.com](mailto:niamh.dempsey@premiermiton.com)



### Premier Miton's purpose and values

To actively and responsibly manage our clients' investments for a better financial future

Dedicated

Passionate

Responsible

Independent

Collegiate

**Principal Responsibilities**

Responsibility	Associated Tasks / Deliverables
<b>Monthly Objectives</b>	<ul style="list-style-type: none"> <li>• To achieve business objectives as defined by the Business Development Manager</li> <li>• To achieve the KPI in relation to number of pro-active calls promoting the Premier fund range, as directed.</li> <li>• To arrange an agreed number of face-to-face meetings around events if attending;</li> <li>• To maintain accurate records of activity on the contact management system.</li> </ul>
<b>Business Development</b>	<ul style="list-style-type: none"> <li>• Attend conferences, business development, regional and team meetings as required to promote the Premier fund range, as directed;</li> <li>• Maintain and develop relationships with Directly Regulated and Appointed Representative Advisors as well as the Wealth Managers, etc.</li> </ul>
<b>Technical Knowledge</b>	<ul style="list-style-type: none"> <li>• Answer technical queries from Advisors on the Premier Fund range and other services provided by Premier;</li> <li>• Develop and maintain strong technical knowledge of relevant Premier products.</li> </ul>
<b>Business Development Team</b>	<ul style="list-style-type: none"> <li>• To work alongside the Business Development Manager and Business Development Executive in the assigned region with the objective of securing net asset flows from new and existing supporters as well as increasing the supporter base and assist with asset retention</li> <li>• To provide support within the Business Development Executive group, as required.</li> </ul>
<b>Conduct</b>	<ul style="list-style-type: none"> <li>• Act with integrity.</li> <li>• Act with due care, skill and diligence.</li> <li>• Be open and co-operative with the FCA.</li> <li>• Pay due regard to the interests of customers and treat them fairly.</li> <li>• Observe proper standards of market conduct.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Attend internal meetings, as required;</li> <li>• Assist the Business Development Manager with Projects, as required.</li> </ul>

**Education, Experience, Skills and Abilities, etc.**

	Essential / Desirable
<b>Education / Qualification</b> <ul style="list-style-type: none"> <li>• Relevant qualification (experience accepted in lieu)</li> </ul>	E
<b>Experience / Knowledge</b> <ul style="list-style-type: none"> <li>• Experience of distribution in an asset management environment</li> <li>• Familiar with the IFA and Wealth Manager Community</li> <li>• Knowledge of Asset Management distribution is desirable</li> </ul>	D D D
<b>Skills</b> <ul style="list-style-type: none"> <li>• Self-motivated and dynamic with the ability to generate the activity &amp; business development objectives agreed</li> <li>• Ability to work on own initiative;</li> <li>• Highly organised and able to manage diary across office and field activity</li> <li>• Excellent communication skills – both written and verbal.</li> <li>• Ability to create business development ideas to develop our relationships with the Advisors</li> <li>• Ability to demonstrate an understanding of effective telephone business development process</li> <li>• Highly proficient in Microsoft Office, particularly Excel.</li> <li>• Familiar with using databases and CRM systems;</li> </ul>	E E E E E E E
<b>Characteristics</b> <ul style="list-style-type: none"> <li>• Ability to work under considerable pressure and adhere to strict timescales.</li> <li>• Attention to Detail</li> <li>• Flexible in terms of their working hours to reflect the breadth and demands of the role</li> <li>• Adaptable to work closely with all members of the Business Development Team</li> </ul>	E E E E