



Commercial Account Handler (Min APA Commercial Qualified) (Full Time Onsite)

Cork Airport Business Park Based

Location:

1. Clear Insurance Ireland, Airport Business Park, Cork City

CLEAR INSURANCE IRELAND are looking to recruit a Commercial Lines Handler with responsibility to assist a Senior Commercial Executive for all aspects of our business client's General Insurance requirements. Suitable candidates will be admin focused, self- motivated and customer attentive. The role involves contact with existing and potential clients, quoting and advising on cover and services.

Qualifying Criteria/Requirements

The successful Applicant should have an APA Commercial qualification (min) The applicant should possess a minimum of 12 months experience working in Commercial Lines. Applicants need to demonstrate their compliance with the Central Bank of Ireland's Minimum Competency Code. In line with Central Bank guidelines the successful applicant will be required to maintain their CPD hours annually.

About You

The successful candidate will need to show a number of skills to join the **CLEAR INSURANCE IRELAND** team. To work with us, you should possess the following skills & attributes:

- Experience in dealing with SME & Commercial Insurance Policies.
- Experience of managing your work load and working to deadlines.
- Excellent communication and interpersonal skills to include a confident telephone phone acumen.
- Self-motivated, enthusiastic and solution focused.
- Ability to work as part of a team and contribute to the continued growth of the Company.
- Able to communicate effectively (in both written and verbal form).
- Enjoys interacting and building relationships with customers and is comfortable working in a fast-paced dynamic environment.
- Willing to take ownership and accountability for your own actions and responsibilities.

- Committed to having good attention to detail and good time management.
- Able to make real time decisions based on changing information and able to manage your own workload.
- Excellent IT skills with a Knowledge of Microsoft office.

Responsibilities

As an employee at **CLEAR INSURANCE IRELAND**, your responsibilities will include:

- Providing advice on all aspects of General Insurance predominantly in the Commercial Insurance space.
- Help to ensure that our clients understand the terms and the extent of the cover provided in line with industry regulations.
- Negotiating terms and placing business with underwriters.
- Delivering a best-in-class Customer Service offering to existing clients in addition to adding new clients.
- Gathering information from your clients and assessing their insurance needs and risk profile.
- Researching insurance companies' policies and negotiating with underwriters to find the most suitable insurance for your clients at the best price.
- Foreseeing your clients' insurance needs, such as policy renewals or amendments.
- Developing relationships with key insurance contacts, underwriters, and relationship managers & claims contacts.

Contract:

Full Time Contract – 6-month probation period

Benefits

Joining our vibrant and growing team has a number of great benefits.

Competitive salary

Pension Contribution & other Employee Benefits.

Private Medical Insurance.

Free parking.

Modern / New office facilities.

Generous Holiday Allowance.

Access to onsite Canteen

Access to Clear Group Staff Development and Personal Development Programmes.

Company funded exam costs.

Position available – Immediate.

About the Company:

The Clear Group, one of the largest independent insurance brokerages in the UK & Ireland with offices in 35 Locations and group employee numbers of 1000+.

www.thecleargroup.com

With offices in Cork, Kerry, Waterford & Dublin – **Clear Insurance Ireland** is a member of the Broker Federation of Ireland (BFI). The combined purchasing power of more than 35 mid-sized brokers means we can offer highly competitive insurance packages to our clients.

We are also a member of Brokers Ireland and are regulated by the Central Bank of Ireland.

We are committed to the ongoing development of staff. Through the Minimum Competency requirements as set out by the Central Bank. All staff are now required to adhere to a minimum level of professional standard through examinations and Continuous Professional Development (CPD).

Clear Insurance Ireland is an equal opportunities employer.

www.clearinsuranceireland.com

Please respond with your Curriculum Vitae, in the strictest confidence, to:

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