



Job Profile: Junior Life and Pensions Administrator

Permanent Full Time

LHK Financial, Rosemount House, Dundrum Road, Co. Dublin

Company Overview

LHK Financial is part of LHK Group; is a third-generation, practitioner-led general insurance and financial planning broker in Leinster. Established in 1938, we are one of the oldest brokers on the island of Ireland and act as the insurance and financial planning partner of choice for owner-managers, entrepreneurs, sole traders, partnerships, and family businesses across multiple industry sectors, both domestically and internationally. We are committed to providing an inclusive and collegial environment to support our people in the development of a rewarding career in the insurance industry.

Key Responsibilities

- Provide a high standard of administrative support to the management team on life and pensions products
- Prepare client meeting documentation to support Consultants, Line Manager and Director on a daily basis
- Processing of new business life and pensions applications, dealing directly with the life companies to ensure these are processed in an accurate and timely manner
- Preparing renewal documentation, dealing directly with the life companies to ensure that these are delivered and processed in an accurate and timely manner
- Communicate with clients over phone and email keeping them updated on the progress of their applications and renewal
- Fulfil all compliance obligations
- Ensure all procedures are strictly adhered to and that peer review and checking is conducted by an appropriate authorized person

Skills and Qualifications

- Leaving Certificate
- APA qualified or willingness to work towards a Central Bank of Ireland recognized insurance qualification would be a distinct advantage.
- The position requires a candidate with energy, drive, good communication and a strong customer focus
- Good organizational skills and ability to work on your own initiative
- Excellent attention to detail, accurate data entry
- Good interpersonal skills and a team player
- Ability to manage your own time efficiently and effectively, working under pressure to meet deadlines
- Proficiency in Word and Excel



Remuneration

- Salary will be commensurate with experience
- 23 days annual leave
- 10 days paid sick leave
- Bonus and Commission Structure
- Defined Contributory Pension Scheme
- Death In Service and Income Protection Cover
- Employee Assistance Programme
- Examinations/further study sponsored where relevant to role – 1 day's study leave per exam / module

Applications to careers@lhkgroup.ie