

The logo for MKIG, featuring the letters 'MKIG' in a large, bold, serif font.

Excellence in Insurance  
for over 50 years

## Insurance & Financial Brokers

Innovation House, 3 Feltrim Estate,  
Drynam Road, Swords, Co. Dublin, K67 T2Y7  
Tel: (01) 890 2277 • Email: [info@mkig.ie](mailto:info@mkig.ie)

[www.mkig.ie](http://www.mkig.ie)

### Commercial Lines Broker

#### About MKIG

We are one of the leading Insurance brokers in north county Dublin. We have an extensive list of corporate and private clients whom we service with a wide range of insurance services and advice.

We strive to create for our dedicated team of professionals an environment that is based on the very best customer experience and best in class insurance products combined with expert and professional advice across multiple product lines.

Our offices are based in Swords and 5 minutes from the M1 motorway and are serviced by a number of public bus routes.

#### Overall Purpose of the role

To proactively engage with existing and new clients in the broking, placement, processing and administration of renewals, mid term adjustments, claims and new business.

#### **Responsibilities Include:**

- Maintaining and managing a portfolio of existing clients
- Prepare and issue pre renewal documents and ensure same are returned in a timely manner to allow us comply with issuing renewal terms in accordance with company procedures
- Re broking, preparation and issuing renewal terms to clients.
- Arranging payment including finance if required.
- Issuing post renewal documents to clients in a timely manner
- Identify, develop and manage clients risks with information around products and services that may suit their needs.
- Proactively growing a pipeline for new business
- Ensuring adherence to compliance requirements at all times
- Support the company's plan for retention and growth
- Assisting in ongoing customer service
- Provide advice and assistance on claims as they occur.

#### **Skills & Qualities Required:**

- Excellent Administrative and Organisational Skills to allow you react quickly to changing priorities
- Excellent technical knowledge around commercial insurance
- Knowledge of areas including Professional Indemnity, Directors & Officers Liability, Cyber and the like
- Ability to work on own initiative and as part of a team to meet strict deadlines and work in a busy environment
- Excellent communication and client servicing skills
- Excellent computer skills including word and excel
- Minimum 5 years commercial broking insurance experience required.
- CIP qualification or working towards

The logo for Michael Kennedy Insurance Group (MKIG) features the letters 'MKIG' in a large, bold, serif font. Above the letters is a solid blue horizontal bar, and below them is a blue banner with white text.

Excellence in Insurance  
for over 50 years

## Insurance & Financial Brokers

Innovation House, 3 Feltrim Estate,  
Drynam Road, Swords, Co. Dublin, K67 T2Y7  
Tel: (01) 890 2277 • Email: [info@mkig.ie](mailto:info@mkig.ie)

[www.mkig.ie](http://www.mkig.ie)

### Package Available :

- Competitive Salary
- Hybrid Role ( 3 days office, 2 days remote )
- Flexible Working Time arrangement
- 20 days annual leave
- 2 Company Days ( Christmas Eve and Good Friday )
- 1 Personal Day ( Birthday )
- Company Pension plan upto 4% per annum
- Free on-site parking
- Education support and III membership fees paid
- Access to company training program
- Canteen area
- Shower facilities

Michael Kennedy Insurance Group is an equal opportunities employer and is regulated by the Central Bank of Ireland.

**Please send your Curriculum Vitae in Strictest Confidence to**

Niamh Bracken CIP

[niamh@mkig.ie](mailto:niamh@mkig.ie)