

Position: Personal Lines Executive
Company: Clear Insurance Ireland
Location: Dublin Branch
Contact: Fiona Gill
Contact Email: fiona.gill@thecleargroup.com

Date Posted: 29th January 2026



Job Specification:

Clear Insurance Ireland are looking to recruit an experienced Personal Lines Executive on a full-time basis, with responsibility for all aspects of our clients Motor and Household Insurance requirements. Suitable candidates will be self-motivated and customer focused and willing to work as part of a team. The role involves contact with existing and new customers.

Qualifying Criteria:

The successful candidate should have a minimum APA (Personal Lines) qualification or, with a minimum of 12 / 24 months experience working in a Personal Lines Dept. Applicants need to demonstrate their level of working knowledge within this area of insurance, and also compliance with the Central Bank of Ireland's Minimum Competency Code.

The successful candidate will be based in our Dublin office.

- Self-motivated, enthusiastic and solution focused.
- Committed to having good attention to detail and good time management.
- Excellent communication and interpersonal skills to include a confident phone manner.
- The ability to work as part of a team and use your own initiative to meet deadlines.
- Strong organisational skills.
- Constantly improving your negotiation skills and problem solving abilities.
- Excellent IT skills, including experience of Applied Relay Software Broker systems.
- Delivering first class customer care, in order to maintain existing client relationships in addition to adding new clients.
- APA or CIP qualified.

Benefits

Joining our vibrant and growing team has a number of great benefits.
Competitive salary & bonuses (Quarterly & Annually).
Opportunities to progress in to a Commercial role.
Pension Contribution & other Employee Benefits.
Private Medical Insurance.
Free parking.
Modern / New office facilities.
Generous Holiday Allowance.
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:

Fiona Gill

Clear Insurance Ireland

Unit 16A

Fonthill Business Park

Dublin 22

fiona.gill@thecleargroup.com