



**MICHAEL KENNEDY  
INSURANCE GROUP**

## **Client Services Trainee Executive**

### **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 a positive environment for our dedicated team of professionals that is focused on the very best staff and customer experience and superior in delivering excellent insurance products combined with expert and professional advice across multiple product lines.

### **Overall Purpose of the role:**

This is a full time role in our busy office giving an excellent & exciting opportunity to begin and grow your career in the Insurance Industry while working along-side and being supported by a wonderful team. The purpose of the role is to develop a new team member who grows in line with our expanding company, developing skills, knowledge and qualifications while working in a positive environment. Full support shall be given to help the candidate with their career progression, including exam support leading to a CIP qualification, in house training, mentoring, study leave and more.

### **Responsibilities include but not limited to :**

- First point of contact with clients both in our reception and by telephone.
- General administration duties such as post and batch processing, scanning and printing.
- Accounts tasks such as processing payments, issuing receipts and debt and credit control.
- Responsible for stationary orders and general office supplies.
- Assist with preparation and issue of pre renewal documents & to ensure same are returned in a timely manner.
- Handling inbound and outbound calls with existing & prospective clients.
- Assisting the company with ongoing customer service.
- Supporting the company's plan for continued growth and retention.

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

- Excellent administrative and organisational skills.
- Ability to work in a fast paced and exciting environment.
- Excellent attention to detail.
- Strong communication and client servicing skills.

- Excellent Customer Service skills.
- Trustworthiness and dependability.

**Package Available:**

- Competitive Salary
- Flexible working time arrangement
- Generous Annual Leave
- Company pension plan up to 4% per annum
- Free on-site parking
- Education support and Ill membership fees paid
- Study leave
- Access to company training programme
- Canteen area
- Shower facilities
- Company social nights

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