

The logo for Michael Kennedy Insurance Group (MKIG) features the letters 'MKIG' in a large, bold, blue serif font. Above the letters is a solid blue horizontal bar, and below them is a blue banner containing the text 'Excellence in Insurance for over 50 years' in white.

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

www.mkig.ie

About MKIG

Michael Kennedy Insurance Group (MKIG) is one of North County Dublin's leading insurance brokers, with a rich history spanning over 50 years. We take pride in delivering exceptional insurance solutions to a diverse portfolio of corporate and private clients. At MKIG, we believe in providing not just best-in-class insurance products but also expert advice tailored to our clients' needs.

Our success is rooted in our team of dedicated professionals, who thrive in a supportive and collaborative work environment. We are committed to fostering a workplace that values excellence, innovation, and personal development.

About the Role

Position: Personal Lines Administrator

Location: North County Dublin

We are recruiting a detail-focused Administrator to join our busy Personal Lines team to manage back-office renewal and mid-term adjustment processing. This is a non-customer-facing role ideal for someone with technical insurance knowledge and who excels in administration, compliance, organisation, and operational efficiency.

The successful candidate will work behind the scenes to support the timely and accurate renewal of home and motor insurance policies. This includes preparing renewal documentation, updating policy data, and ensuring compliance with regulatory requirements. The candidate will also issue out documentation pertaining to any mid-term alterations on the policy.

The candidate will also issue out new business documentation to clients, and issue motor certificates following successful payment and document receipt.

You'll be a key part of the support structure that ensures timely and accurate policy management.

Key Responsibilities

- **Renewal Preparation:** Generate and issue accurate renewal documentation for motor and home insurance clients.
- **Documentation Management:** Review and process policy schedules, endorsements, and any required supporting paperwork.

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- **Product Knowledge:** Stay up to date with product producers on changes to policy wording, and to ensure you are offering the most appropriate product to clients.
- **Target Achievement:** Meet renewal and new business timeline and accuracy/quality targets.
- **Policy Administration and System Management:** Maintain accurate records in Relay or Applied Systems and assist with system housekeeping where needed.
- **Compliance:** Adhere to Central Bank regulations and company policies at all times.
- **Team Support:** Work closely with account executives and sales advisors to ensure smooth client servicing.
- **Problem Resolution:** Flag inconsistencies or errors for review and assist in resolving them efficiently.

What we are looking for

We are seeking a motivated and client-focused individual with a proven track record in Personal Lines insurance. If you are passionate about delivering outstanding customer service and enjoy working in a collaborative environment, we would love to hear from you.

Skills & Qualities:

- Minimum 1 years' experience in Personal Lines insurance (home/motor focused preferred).
- Strong knowledge of the Irish Personal Lines market a distinct advantage.
- Meticulous attention to detail and high accuracy under pressure.
- Strong administrative, time management, and organisational skills.
- APA Personal, CIP (in progress), or Grandfathered preferred and fully CPD compliant.
- Proficiency in Relay/Applied Systems is a distinct advantage.
- Ability to work both independently and as part of a team.
- Well-organised with strong attention to detail and ability to manage deadlines.

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Why Join MKIG?

- **Reputation & Stability:** Be part of a well-established business with over five decades of industry expertise.
- **Professional Growth:** We support ongoing development through CPD and certification pathways.
- **Collaborative Environment:** Work with a dynamic and supportive team that values your contributions.
- **Client-Centric Values:** Join a company committed to delivering top-tier customer service and building lasting client relationships.

What we offer?

- Competitive Salary
- Flexible working hours
- Modern office facilities
- Free parking
- Pension (after successful completion of probation)
- Education support (after successful completion of probation)
- Hybrid working (after successful completion of probation)

How to Apply

If you're ready to take the next step in your career with a leading insurance brokerage, we would love to hear from you. Please send your CV in strictest confidence to:

Ms Ciara Kennedy

Email: ciara@mkig.ie

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