

PERSONAL LINES EXECUTIVE – DROGHEDA OFFICE

Job description

The ideal candidate will possess strong product knowledge, sales, interpersonal and organizational skills. They should be comfortable with multitasking and be able to work productively in a fast paced role:

Main Responsibilities:

- Looking after car, van, home, travel and ad hoc personal lines insurance products.
- Looking after existing business, new business and midterm adjustments
- Reviewing policy renewals, policy wording, endorsements, and customer service on accounts.
- Must be willing to take on cases efficiently and proactively from beginning to completion.
- Negotiate renewals, re-marketing and finalising insurance placements and provide coverage comparisons when making recommendations to clients.
- Ensure that compliance procedures are always adhered to.
- Build effective and lasting relationships with key personnel in all insurance providers.
- Provide a friendly and professional service to our clients with a focus on communicating decisions in a prompt and professional manner.

Skills & Experience:

- Minimum APA qualification and working towards CIP accreditation.
- Ability to work independently and as a team member.
- Strong attention to detail and high level of organisation and accuracy with the ability to provide comprehensive updates to company directors on all cases.
- Excellent IT Skills (Excel, Word and Report preparation)
- Ability to work under pressure, prioritize and meet tight deadlines and targets.
- Must be able to engage with clients, be a good listener, listen to their requirements and provide effective insurance solutions with their best interest in mind.
- Preferably have 2/3 years' experience in a similar role
- Be a good team player who is highly motivated and enthusiastic
- Have Relay Software experience

We offer an attractive remuneration package, a range of benefits and reward highly motivated and dedicated staff with great career opportunities.

If you feel this is the right opportunity for you, email your CV and cover letter to colin@spmfinancialservices.ie and we will be in touch.